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Earl Warren  
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING  
DIRECTOR

Sacramento  
March 16, 1943

Honorable Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

SOCIAL WELFARE BOARD  
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1815 REDWOOD HIGHWAY SOUTH  
SANTA ROSA

BEN KOENIG  
1680 NORTH VINE STREET  
LOS ANGELES

IN REPLY PLEASE REFER  
TO:

Dear Mr. Jordan:

Attached are three copies of regulations, currently effective, made by the State Department of Social Welfare.

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

*Martha A. Chickering*

MARTHA A. CHICKERING, Director  
Department of Social Welfare

MB/52  
Attachments

1943 MAR 18 AM 11 57

FILED

in the office of the Secretary of State  
of the State of California

MAR 18 1943

FRANK M. JORDAN, Secretary of State

By *Chas. Hagerty*  
Deputy

FOR VICTORY



to persons who may be entitled to temporary aid in accordance with the President's order. The Board has assigned to the Bureau of Old-Age and Survivors Insurance of the FSSB responsibility for the provision of compensation benefits known as Civilian War Relief Benefits. The Bureau of Public Assistance of the FSSB has been assigned responsibility for the provision of assistance and other services to meet immediate needs of civilians affected by enemy attack or action to meet such attack or the danger thereof. The plan outlined in this chapter is, therefore, for the Civilian War Assistance program, which is directed toward meeting needs not covered by any fixed program of a compensation nature.

Sec. WS 20-10 Coverage of the Civilian War Assistance Program  
WSC

The civilian war assistance program is a temporary program to provide assistance of short duration to meet emergency need resulting from enemy attack or of action to meet such attack or the danger thereof. If need, the cause of which falls within the scope of this program, continues beyond its first incidence it may be met on a month-to-month basis pending the provision of benefits or assistance under a more permanent program. Illustrations of the coverage of this program are:

1. Civilians disabled by enemy action, pending receipt of compensation; dependents of civilians who are killed, interned, or reported as missing, pending receipt of compensation; or shipwrecked persons and their dependents; persons repatriated to the United States; stranded persons from war-stricken areas; civilians evacuated from the Territories of Alaska, Hawaii, Puerto Rico, and the Virgin Islands, and from danger points in the United States; or civilians who are otherwise in need as a result of enemy attack or of action to meet such attack or the danger thereof.
2. Officially appointed volunteer workers engaged in designated civilian defense activities who are injured while on official duty, pending receipt of compensation. A civilian defense worker is any civilian (except a person who is paid by the United States, or any department, agency, or instrumentality thereof, for services as a civilian defense worker) who is engaged in the Aircraft Warning Service, or is a member of the Civil Air Patrol, or is a member of the U.S. Citizens Defense Corps in the protective services engaged in civilian defense, as such protective services are established from time to time by regulation or order of the Director of the Office of Civilian Defense, or who is registered for a course of training prescribed and approved by said Director for such protective services.

The following group is not covered by the Civilian War Assistance Program:

1. Civilians experiencing need as a result of damage done by falling military planes or practice flights or during maneuvers. The war Department is authorized by law to adjust such claims up to \$500. Claims for damage in excess of this amount may be submitted to



## WAR SERVICES

## CIVILIAN WAR ASSISTANCE

20-10

Congress. Accidents caused by the operation of army trucks and other military equipment are considered to be of the same nature as accidents caused by aircraft. The law provides:

"Claims (not exceeding \$500 each) for damage to private property, including claims of military and civilian personnel in and under the War Department, and for injury to persons other than military personnel resulting from the operation of aircraft at home and abroad may be settled when each claim is substantiated by a survey report of a board of officers appointed by the Commanding Officer of the nearest aviation post and approved by the Chief of Aircraft and the Secretary of War." (Sec. 224, Title 31 of the U. S. Code Annotated, Settlement of Claims for Damages from Operation of Army Aircraft)

Funds may be used for the provision of assistance in cash or in kind, for other services, and for costs of operation. Payments may be made in currency, warrants, or checks, payable to the recipient or to the vendor.

The term "services" is used to cover the essential activities involved in providing assistance and other help on a basis that will make it possible for individuals or families to reestablish themselves and to take up their activities in home and industrial life. These services include: Giving assistance; providing for immediate rehousing or settlement for individuals and families who have been uprooted from their homes; furnishing information to individuals on help that is available for them and where it may be secured; assisting persons to take advantage of insurance or other benefits to which they are entitled; referring persons to and helping them use available employment, retraining, vocational rehabilitation, medical services, and specialized child welfare services; and providing for children separated from their parents on a basis that will tend to minimize the ill effects of the war experience in their lives.

Sec. WS 20-15 Relationship to Established Public Assistance Programs and to Programs  
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The civilian war assistance program is a temporary war-relief measure. Existing public assistance programs must continue to meet types of need that, although affected by the war situation, were present prior to or may continue during or after the termination of the war.

For most individuals and families who receive civilian war assistance, prompt emergency help is all that will be needed. To the extent that this help is made available quickly and is related to the reestablishment of normal living for the individual or family, it will be possible to keep the program temporary and one of short-time assistance. Referral to employment offices or to other appropriate agencies for special assistance in rehabilitation may help many families to remain self-sustaining. (See Section WS 90-20 for services, assistance, and compensation available to meet wartime needs of civilians.)

County welfare departments will be guided by the following principles and policies in considering the relationship between this program and other assistance, compensation, and indemnity programs:

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IN REPLY PLEASE REFER  
TO:

HANDBOOK LETTER No. 5

You receive herewith Civilian War Assistance Revisions 1 and 2. This material is to be entered in your copy of the War Services Handbook, and the revision numbers cancelled on the separators for the revised chapter.

This revision contains additional information from the Federal Social Security Board.

Statements contained in the Handbook take precedence over same material previously released in bulletins.

FOR VICTORY



BUY  
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Earl Warren  
Governor

STATE OF CALIFORNIA

## Department of Social Welfare

MISS MARTHA A. CHICKERING  
DIRECTOR

Sacramento  
March 26, 1943

SOCIAL WELFARE BOARD  
ARCHIBALD B. YOUNG, CHAIRMAN  
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Honorable Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
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IN REPLY PLEASE REFER  
TO:

Dear Mr. Jordan:

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currently effective, made by the State Department  
of Social Welfare.

This regulation is filed in accordance with Article  
21 of Chapter 3 of Title 1 of Part 3 of the Political  
Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

*Marttha Chickering*  
MARTHA A. CHICKERING, Director  
Department of Social Welfare

Attachments  
172:786

FILED

In the office of the Secretary of State  
of the State of California

MAR 26 1943

FRANK M. JORDAN, Secretary of State

By *Chas. J. Magary*  
Deputy

1943 MAR 26 PM 2 58

FOR VICTORY



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IN REPLY PLEASE REFER  
TO:

DEPARTMENT BULLETIN NO. 208

TO: COUNTY BOARDS OF SUPERVISORS  
COUNTY WELFARE DEPARTMENTS  
COUNTY AUDITORS

Subject: Manual of Policies and  
Procedures for Public  
Use.

The State Social Welfare Board at its meeting on February 26, 1943 authorized the placement of one copy of the Manual of Policies and Procedures in the principal office of each county welfare department.

This copy is to be for the use of the general public and shall be marked "For Public Use". It is to be currently maintained by the county welfare department.

Under separate cover one copy of the Manual is being sent to each county office for this purpose.

As in the past, additional copies of the Manual may be secured upon written request of the executive officer of the county welfare department to the State Department of Social Welfare.

Very sincerely yours,

*Martha A. Chickering*

MARTHA A. CHICKERING, Director  
Department of Social Welfare

(Authority: Section 113, Welfare and Institutions Code)



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IN REPLY PLEASE REFER  
TO:

HANDBOOK LETTER NO. 6

You receive herewith additions to Civilian War Assistance Chapter, Sections 23-00 through 23-96.

These sections are sent to you for your immediate review as the Civilian War Benefits Program administered by the Bureau of Old Age Survivor's Insurance to civilian defense workers is scheduled to begin April 1, 1943. The new procedures for administering medical care to civilian defense workers through the local Emergency Medical Service are explained also in these sections. This program is effective immediately.

A revised index for Chapter II, Civilian War Assistance and other revisions will follow shortly.

Statements contained in the Handbook take precedence over same material previously released in bulletins.





## WAR SERVICES

## CIVILIAN WAR ASSISTANCE

23-00

Sec. WS 23-00 General Provisions of War Civilian Security for Civilian Defense  
WSC Workers

The following sections WS 23-05 and WS 23-25 through WS 23-96 set forth the policies and procedures which will be observed by the U. S. Public Health Service and the Bureau of Old Age Survivors Insurance in administering their respective medical and compensation programs to civilian defense workers injured or killed while on official duty. The Civilian War Assistance Program administered by the county welfare departments is covered in Sec. WS 23-05 and Secs. WS 23-10 thru 23-20.

These sections further indicate the relation of the local defense councils and the county welfare departments in the administration of the War Civilian Security program.

Sec. WS 23-05 General Eligibility Requirements, War Civilian Security<sup>1</sup> for Civilian  
WSC Defense Workers

War Civilian Security may be provided to or with respect to any civilian defense worker who was injured or killed in the performance of official duties after December 6, 1941 (see Sec. WS 21-25 for necessary verifications).

The term "civilian defense worker" is defined in Sec. WS 20-10.

"Injury" means a physical injury which results in damage or harm to the body, and disease proximately resulting from such injury.

"Official duties" means duties performed by the civilian defense worker in his official capacity. Attendance during periods of training will be considered as performance of official duty. Ordinarily, "official duties" will not include going to or from posts of duty, although exception may be made if circumstances are unusually hazardous.

In cases where eligibility is doubtful, application for War Civilian Security should be made, even though approval may appear to be remote.

1. The temporary War Civilian Security program of the F. Sec. A. includes public assistance, medical care, and stated cash benefits for civilians whose aid is necessitated by enemy action. Civilians, generally, including enemy aliens are covered by War Civilian Security if they reside in the U. S. The program is a temporary one initiated at the direction of the President. It does not create any vested rights, and may be terminated upon the exhaustion of the allocated funds, or as a result of executive or legislative action, or for the causes for termination specifically provided in the program.

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WAR SERVICES

CIVILIAN WAR ASSISTANCE

23-10

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Sec. WS 23-10 Civilian War Assistance for Civilian Defense Workers  
WSC

Financial assistance and other welfare services of short duration to civilian defense workers injured on official duty, or to their dependents who are in temporary financial need pending receipt of Civilian War Benefits, will be administered by the FSSB through the SDSW and the local county welfare departments.

Workers or their dependents will be referred by the county welfare department to the appropriate field office of the Bureau of Old Age Survivors Insurance as quickly as possible.

Payments under Civilian War Assistance cease upon the receipt of payment of Civilian War Benefits.

It is anticipated that need will be met in the main by cash payments. For further information regarding standards for and methods of assistance see sections:

WS 20-80	WS 21-00	WS 90-25
WS 20-85	WS 21-05	WS 90-30
WS 20-90	WS 21-10	WS 90-60
WS 20-95	WS 21-25	WS 90-65
	WS 21-55	

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Sec. WS 23-15 Procedures for Obtaining Civilian War Assistance for Civilian Defense Workers  
WSC

The Personnel Officer should report to the appropriate county welfare department any civilian defense worker or dependent who is in financial need as a result of the injury or death of such civilian defense worker. Any such person may, however, apply direct to the nearest county welfare department designated to furnish assistance under this program. (See Sec. 21-25 for necessary verifications).

In all cases where application is made for Civilian War Assistance, the Personnel Officer will furnish a copy of Form CWB 6 (Official's Report of Injury) to the county welfare department.

## WAR SERVICES

## CIVILIAN WAR ASSISTANCE

23-15

Medical care for dependents of injured civilian defense workers, if such dependents are in financial need, may be furnished as a part of Civilian War Assistance. In such cases, the usual procedures of the county welfare department should be employed, and fees paid should correspond to those ordinarily paid by that department. Alternatively, medical care for such dependents may be arranged for by the county welfare department and paid for by the U. S. Public Health Service, in which case, the county welfare department should refer the dependents to the Personnel Officer certifying that the dependents are in financial need as a result of the injury or death. The Personnel Officer will then authorize medical care for whatever illness such dependents may have. The Personnel Officer should utilize Form CWB 100 (Authorization for Medical Care), obtained from the appropriate field office of the Bureau of Old-Age and Survivors Insurance, and should attach to this authorization the certificate of the county welfare department showing that the dependents are in financial need. In cases of this type Form CWB 6 and Form CWB 7 (Report of Attending Physician) are not required. The Personnel Officer should, however, notify the local Chief of Emergency Medical Service who will review the adequacy of medical care provided, in the same manner as for injured civilian defense workers. The initial bill should be rendered to the U. S. Public Health Service through the local Chief of Emergency Medical Service on the 14th day after beginning treatment in the same manner as described in Sec. WS 23-40, and must be accompanied by Form CWB 100 the certificate of the county welfare department and a brief narrative report of the case signed by the attending physician, setting forth the condition treated, the procedure instituted, and the present status. In the case of dependents of civilian defense workers, if treatment is required for more than 14 days, a new Form CWB 100 and a new certification from the county welfare department will be required for each 30-day period.

Sec. WS 23-20 Amounts of Payments or Services for Civilian War Assistance for Civilian  
WSC Defense Workers

Assistance and other welfare services will be given on the basis of the financial need of the applicant and in accordance with the standards set by the SDSW (See Sec. WS 20-85) for Civilian War Assistance.

Sec. WS 23-25 Civilian War Medical Care for Civilian Defense Workers  
WSC

Medical care for injured civilian defense workers will be administered by the U. S. Public Health Service through the Emergency Medical Service of the U. S. Citizens Defense Corps which will act on its behalf. (See Sec. WS 20-40 and Sec. WS 21-05.)





## WAR SERVICES

## CIVILIAN WAR ASSISTANCE

23-25

Subject to the provisions contained in Secs. WS 23-30, 23-35, 23-40, 23-45 and 23-50, the injured civilian defense worker may obtain medical care from the physician or hospital of his choice. Reasonable charges for such services will be paid by the U. S. Public Health Service. A local Chief of Emergency Medical Service who is a doctor of medicine may make special arrangements for medical care, in accordance with instructions given in Sec. 23-30. Such special arrangements should be utilized if they have been approved by the designated representatives of the U. S. Public Health Service. The facilities of a U. S. Marine Hospital or a Public Health Service Dispensary should be used if readily available. In certain localities, it may be feasible to use other existing Federal medical facilities.

The adequacy of the medical care provided, other than that furnished by Federal facilities, will be subject to review by a local Chief of Emergency Medical Service who is a doctor of medicine. Care may include all medical services and supplies essential for the treatment of the injury. (For details of scope and procedure with respect to Civilian War Medical Care see Sec. WS 23-35 and Sec. WS 23-40.

Sec. WS 23-30 General Plan of Operation Civilian War Medical Care for Civilian  
WSC Defense Workers

The Personnel Officer in the Staff Unit of the U. S. Citizens Defense Corps, or the Wing or Base Commander in the Civil Air Patrol, or the official Aircraft Warning Service supervisor<sup>1</sup> will be responsible for maintaining the personnel and enrollment records of all members of their respective groups as well as records with respect to all casualties.

It will be incumbent on the Personnel Officer, in accordance with instructions contained herein, to certify as to the official status of the civilian defense worker, and as to the circumstances under which the injury occurred. When the circumstances are such as to occasion doubt as to whether or not the injury occurred in the performance of official duties, the reporting officer should submit all facts bearing on the question, including the statements of two witnesses.

1. Throughout this and subsequent sections, the term "Personnel Officer" is used to designate not only a Personnel Officer on the Staff Unit of the local U. S. Citizens Defense Corps, but also a Wing or Base Commander, Civil Air Patrol, and an official Aircraft Warning Service supervisor, who will be expected to perform, on behalf of the members of their respective services, the functions here assigned to the Personnel Officer.



## WAR SERVICES

## CIVILIAN WAR ASSISTANCE

23-30

The Personnel Officer will also assist the injured person in the completion of required forms and in securing necessary corroborative data.

Where the local Chief of Emergency Medical Service is a doctor of medicine, he will be generally responsible for the provision of medical care to injured civilian defense workers, acting on behalf of the U. S. Public Health Service and in accordance with its instructions. His specific duties are outlined below.

Where there is no local Chief of Emergency Medical Service, or where the local Chief of Emergency Medical Service is not a doctor of medicine, the State Chief of Emergency Medical Service, provided that he is a doctor of medicine, should, in consultation with the local Chief or local defense council, designate a doctor of medicine to act in the community for the U. S. Public Health Service, with respect to this program. Where the State Chief of Emergency Medical Service is not a doctor of medicine, the O.C.D. Regional Medical Officer, in consultation with the State Chief or State defense council, should designate a doctor of medicine to act for the U. S. Public Health Service in that State.

In preparing to carry out the program, the local Chief of Emergency Medical Service should make, subject to approval by the U. S. Public Health Service, such informal plans and agreements with local physicians and hospitals as he may consider necessary. Where feasible, he should arrange for a panel open to all duly qualified physicians who will agree to limit their services to fields of practice for which they are properly qualified. Alternatively, he may utilize, if practicable, personnel (such as police and fire department surgeons) or facilities already established in the community for providing medical care to public employees and he may require, as a condition for obtaining medical care at U. S. Public Health Service expense, that civilian defense workers use such facilities in the same manner as public employees. The fact that he is the local Chief of Emergency Medical Service shall not disqualify a physician from participating in the work of rendering professional medical care to beneficiaries, or from receiving payment for services so rendered.

The local Chief of Emergency Medical Service should inform the Personnel Officer of plans made for medical care of injured civilian defense workers and should be consulted by the Personnel Officer on the disposition of cases involving injuries of various types.

The Emergency Medical Section of the U. S. Public Health Service, through the Regional Medical Officers of the Office of Civilian Defense and the State Chiefs of Emergency Medical Service, will assist local authorities in planning the program and will supervise its general operation. The local Chief of Emergency Medical Service should look to the State Chief of Emergency Medical Service and through him to the appropriate O.C.D. Regional Medical Officer for advice on problems that arise in connection with the program.

The Personnel Office will also conduct the physical examination of personnel of regular force and in training temporary personnel force.

When the local Chief of Emergency Medical Service is a doctor of medicine, he will be generally responsible for the provision of medical care to injured civilians defense workers, acting as deputy to the U. S. Public Health Service and in accordance with the instructions. The specific duties are outlined below.

When there is no local Chief of Emergency Medical Service, or when the local Chief of Emergency Medical Service is not a doctor of medicine, the State, District or Emergency Medical Service, provided that he is a doctor of medicine, should in consultation with the local Chief of Emergency Medical Service, designate a doctor of medicine to act as the community for the U. S. Public Health Service, with respect to this program. When the local Chief of Emergency Medical Service is not a doctor of medicine, the U. S. National Medical Officer, in consultation with the State, District or Emergency Medical Service, should designate a doctor of medicine to act for the U. S. Public Health Service in that State.

In preparing to carry out the program, the local Chief of Emergency Medical Service should make, subject to approval by the U. S. Public Health Service, such informal plans and agreements with local private and hospital as he may consider necessary. Where feasible, he should arrange for a panel group to all city qualified physicians who will agree to their services to fields of investigation for which they are properly qualified. Alternatively, he may utilize, if practicable, personnel (such as police and fire department personnel) or hospital already established in the community for providing medical care to public employees and he may require, as a condition for obtaining medical care at U. S. Public Health Service expense, that civilian defense workers pay some fee for the same service as public employees. The local Chief of Emergency Medical Service should not designate a physician from government in the work of examination of civilian medical care to hospitalization or from receiving payment for services as rendered.

The local Chief of Emergency Medical Service should inform the Personnel Office of plans made for medical care of injured civilian defense workers and should be consulted by the Personnel Office on the disposition of cases involving injuries of various types.

The Emergency Medical Service at the U. S. Public Health Service, through the National Medical Officers of the Office of Civilian Defense and the State Chief of Emergency Medical Service, will assist local authorities in planning the program and will supervise its general operation. The local Chief of Emergency Medical Service should look to the State Chief of Emergency Medical Service and through him to the appropriate U. S. National Medical Officer for advice on problems and also in connection with the program.



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Sec. WS 23-35 Scope of Civilian War Medical Care for Civilian Defense Workers  
WSC

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The general scope and limitations of Civilian War Medical Care are:

1. Subject to the approval of the local Chief of Emergency Medical Service, medical care may include the services of physicians, dentists, nurses, and attendants, in a hospital and at home; hospitalization at ward rates, nursing or convalescent home care; x-ray and laboratory services; drugs and medical supplies; certain prosthetic appliances; essential transportation; physical and occupational therapy and such other medical services and supplies as may be regarded as necessary by the attending physician.
2. Medical care may be furnished under this program to dependents of civilian defense workers injured or killed on duty, only if such dependents are eligible for Civilian War Assistance as set forth in Sec. WS 20-10 and are referred to the Personnel Officer by the appropriate public assistance agency in accordance with procedures outlined in Sec. WS 23-15.
3. Medical care will not be furnished for a condition arising out of any injury unless the claim therefor is filed within one year after the date of injury, or by June 30, 1943, whichever is later.
4. It will be the policy of the U. S. Public Health Service not to duplicate any medical care which the injured worker has received or is eligible, as a matter of right, to receive for the same ailment under any other Federal, State, or local government plan, such as those administered by the U. S. Employees' Compensation Commission, and the Veterans' Administration, and those operated under the State Workmen's Compensation Acts. The U. S. Public Health Service will furnish only such medical care as may not be furnished under any other such plan, but which may, nevertheless, be deemed by the U. S. Public Health Service to be necessary for proper treatment.
5. Medical care will not be furnished to any individual otherwise eligible if the Surgeon General determines that his condition resulted from his own wilful misconduct.

THE FOLLOWING IS A SUMMARY OF THE RESULTS OF THE SURVEY OF THE GEOLOGICAL SURVEY OF THE UNITED STATES DEPARTMENT OF THE INTERIOR, GEOLOGICAL SURVEY, WASHINGTON, D. C., FOR THE YEAR 1900.

During the year 1900, the Geological Survey has been engaged in a variety of work, including the completion of the survey of the geology of the State of New York, the completion of the survey of the geology of the State of California, and the completion of the survey of the geology of the State of Texas. The work has been carried out under the direction of the Chief of the Geological Survey, and the results have been published in the form of reports and maps.

The work of the Geological Survey for the year 1900 has been characterized by a high degree of efficiency and by the production of a large amount of valuable work. The results of the survey have been published in the form of reports and maps, and have been made available to the public through the distribution of copies of the reports and maps.

The work of the Geological Survey for the year 1900 has been characterized by a high degree of efficiency and by the production of a large amount of valuable work. The results of the survey have been published in the form of reports and maps, and have been made available to the public through the distribution of copies of the reports and maps.

The work of the Geological Survey for the year 1900 has been characterized by a high degree of efficiency and by the production of a large amount of valuable work. The results of the survey have been published in the form of reports and maps, and have been made available to the public through the distribution of copies of the reports and maps.

The work of the Geological Survey for the year 1900 has been characterized by a high degree of efficiency and by the production of a large amount of valuable work. The results of the survey have been published in the form of reports and maps, and have been made available to the public through the distribution of copies of the reports and maps.

The work of the Geological Survey for the year 1900 has been characterized by a high degree of efficiency and by the production of a large amount of valuable work. The results of the survey have been published in the form of reports and maps, and have been made available to the public through the distribution of copies of the reports and maps.



WAR SERVICES

CIVILIAN WAR ASSISTANCE

23-40

Sec. WS 23-40 Procedures for Medical Care and Burial for Civilian Defense Workers  
WSC

Medical care for injured civilian defense workers should be obtained immediately without awaiting authorization, reports, or other formalities.

The injured civilian defense worker, or a responsible relative or friend, must give notice of the injury to the Personnel Officer, naming the physician and hospital selected. This notice should be in writing and should be made if possible within 24 hours after the injury. An injured civilian defense worker should give notice of every injury, no matter how slight, whether or not he is immediately attended by a physician. By failure to place his injury on record officially within 24 hours, the worker may jeopardize any claim for medical care or cash benefits for which he might subsequently become eligible. In every case, notice must be given within seven days after the injury. (Notice of injury may be waived if injury was sustained prior to April 1, 1943.)

The physician chosen by the injured worker should notify the Personnel Officer within 48 hours after his first visit to the patient, indicating that he has been informed that the patient is a civilian defense worker injured in the performance of official duties, that the findings, in his judgment, are consistent with the history obtained, and that, subject to verification of the patient's status and of the circumstances of the injury, he agrees to assume responsibility for the case.

The Personnel Officer will, not later than 24 hours after receiving notice of injury, notify the local Chief of Emergency Medical Service of the reported injury, giving him the name and address of the injured person and of the physician and hospital selected. He will also report the name and address of the injured civilian defense worker to the appropriate field office, Bureau of Old Age and Survivors Insurance, which will send him the following forms:

- Form CWB 100 (Authorization for Medical Care),
- Form CWB 6 (Official's Report of Injury),
- Form CWB 7 (Report of Attending Physician),
- Form CWB 14 (Second Report Regarding Civilian Casualty).

Forms CWB 6, 7, and 100 will be used as specified below, but Form CWB 14 will be used only in connection with the application for disability or dependents' benefits, (Sec. WS 23-75). These forms are reproduced in Sec. WS 23-50. As soon as possible after obtaining the forms but no later than seven days after receiving notice of injury, the Personnel Officer, having verified the injured person's eligi-





bility, will issue a Form CWB 100, to each physician, dentist, or hospital selected, and will also complete Form CWB 6. He will obtain upon Form CWB 6 the signature of the local Chief of Emergency Medical Service indicating approval of the treatment instituted. When completed, Form CWB 6 should immediately be forwarded by the Personnel Officer to the War Civilian Security Office.<sup>1</sup> The Personnel Officer will supply the attending physician with Form CWB 7.

The local Chief of Emergency Medical Service, subject to the provisions contained in this statement, will take whatever steps he considers necessary to ascertain that the treatment instituted is adequate and will arrange for such consultations, special services, or changes in treatment as may, in his opinion, be necessary. When he deems it necessary, the local Chief of Emergency Medical Service should examine the patient. In such a case, the local Chief may render a bill for his services in accordance with requirements set forth below.

The Personnel Officer should have Form CWB 7 completed by the attending physician on the 14th day after the injury or at the termination of treatment, whichever occurs first, and the attending physician should forward it to the War Civilian Security Office.<sup>1</sup>

The U. S. Public Health Service, through the War Civilian Security Office, may require corroborative evidence of the circumstances of injury.

Physicians, dentists, and hospitals which have been authorized on Form CWB 100 to furnish services and supplies to the injured worker should submit their itemized bills, prepared in triplicate, made out to the U. S. Public Health Service, on the 14th day after instituting treatment and at monthly intervals thereafter. The first bill rendered by a physician, hospital, etc., for the care of a given patient must be accompanied by the authorization, Form CWB 100 under which care was provided for that patient. All bills, except those submitted by a U. S. Marine Hospital or Public Health Service Dispensary, should be submitted through the local Chief of Emergency Medical Service, who will review the services and charges and forward the bills, with his recommendations, to the War Civilian Security Office. Bills should be prepared in accordance with the instructions found on the

1. For purposes of expediting payment of bills for medical care and for establishment of claims for Civilian War Benefits, the U. S. Public Health Service and the Bureau of Old-Age and Survivors Insurance have established a joint office known as War Civilian Security Office, located in the Equitable Building, Baltimore, Maryland. The War Civilian Security Office will receive initial reports in each case direct from the Personnel Officer and attending physician concerned. In order to inform O.C.D. Regional Medical Officers and, through them, State Chiefs of Emergency Medical Service, of injuries occurring in their jurisdictions, the War Civilian Security Office will send Regional Medical Officers weekly lists of new cases reported from their respective Regions.

Billings will issue a form GWS 100, to each physician, dentist, or hospital selected, and will also issue form GWS 5. It will obtain from form GWS 5 the signature of the local Chief of Emergency Medical Service indicating approval of the treatment indicated. When completed, form GWS 5 should be forwarded to the Personnel Office of the War Civilian Security Office. The Personnel Office will supply the attending physician with form GWS 10.

The local Chief of Emergency Medical Service, subject to the provisions contained in this statement, will take whatever steps he considers necessary to ascertain that the treatment indicated is adequate and will arrange for such consultation, medical or otherwise, as he deems necessary in his opinion. When he deems it necessary, the local Chief of Emergency Medical Service should obtain the opinion, in such a case, the local Chief will issue a bill for his services in accordance with regulations and forms in force.

The Personnel Office should have form GWS 7 completed by the attending physician on the 15th day after the injury or at the termination of treatment, whichever occurs first, and the attending physician should forward it to the War Civilian Security Office.

The U. S. Public Health Service, through the War Civilian Security Office, may require corroborative evidence of the circumstances of injury.

Physicians, dentists, and hospitals which have been authorized on form GWS 100 to furnish services and supplies to the injured war civilian should submit their itemized bills, supported by receipts, made out on the U. S. Public Health Service, on the 15th day after terminating treatment or at monthly intervals thereafter. The bills will be rendered by a physician, dentist, or hospital which itemized bills must be accompanied by the certification, form GWS 100 and a bill for services rendered for that patient. All bills, except those submitted by a U. S. Public Health Service Hospital or Public Health Service dispensary, should be submitted through the local Chief of Emergency Medical Service, who will review the bills and on each and forward the bills, with the recommendations to the War Civilian Security Office. Bills should be prepared in accordance with the instructions found on the

1. For purposes of accelerating payment of bills for medical care and for establishment of claims for Civilian War Benefits, the U. S. Public Health Service and the Bureau of Old-age and Survivors Insurance have established a joint office known as the War Civilian Security Office, located in the Federal Building, Baltimore, Maryland. The War Civilian Security Office will receive initial reports in such cases direct from the Personnel Office and attending physician or hospital. In order to inform O. D. Regional Medical Officers and, through them, State Chiefs of Emergency Medical Service, of injuries occurring in their jurisdiction, the War Civilian Security Office will send Regional Medical Officers and State Chiefs of new cases reported from their respective Regions.



reverse of Form CWB 100. If medical care is furnished through arrangements established in a community for providing care to public employees, the appropriate public agency may render to the U. S. Public Health Service itemized bills for such care at cost, according to the same procedure as that to be used by physicians and hospitals.

Special drugs or supplies, nursing services, transportation, or hospital care at other than wardrates may be furnished only upon the written order of the attending physician certifying that such services or supplies were medically necessary, and with the written prior approval of the local Chief of Emergency Medical Service. Each bill for special services and supplies should be accompanied by such an order and should be submitted through the local Chief of Emergency Medical Service for his review, in the same manner as that described for bills from physicians, hospitals, etc. Where desired, private or local public funds may be used to pay for special services and supplies, and reimbursement for such expenses may be obtained from the Public Health Service, by persons or agencies equitably entitled thereto upon submission of receipted bills in their favor, at rates not in excess of those set forth in Sec. WS 23-45.

Prosthetic appliances may only be furnished after authorization has been obtained from the U. S. Public Health Service through the War Civilian Security Office. Eyeglasses and removable dentures and other similar prosthetic appliances possessed by an injured civilian defense worker at the time of his injury will not ordinarily be repaired or replaced if they are lost, damaged, or destroyed. Eyeglasses and removable dentures may, however, be provided under this program if required as a restorative measure because of the worker's physical injury. Appliances so provided which are subsequently lost, damaged, or destroyed may be repaired or replaced at the expense of the U. S. Public Health Service, unless the loss, damage, or destruction results from the worker's own wilful misconduct.

Where a U. S. Citizens Defense Corps does not include an Emergency Medical Service, or where no local Chief of Emergency Medical Service is reasonably accessible to a Civil Air Patrol or Aircraft Warning Service unit, or when the community has selected a Chief of Emergency Medical Service who is not a doctor of medicine, the Personnel Officer may authorize care by any licensed physician, but must obtain on Form CWB 6, the signature of the physician serving as State Chief of Emergency Medical Service or of a physician designated in writing by the State Chief. Under these circumstances, bills for services and supplies should be forwarded for review to the State Chief of Emergency Medical Service, who should transmit them, with his recommendations, to the War Civilian Security Office. Likewise, in a case in which a local Chief of Emergency Medical Service himself renders treatment, the signature of the State Chief of Emergency Medical Service must be obtained on Form CWB 6 and on all bills for services and supplies. In situations where unusual cir-





circumstances make it desirable, the local public assistance agency may arrange for medical care and assist in securing and completing the necessary forms, in accordance with the procedures contained herein. See Sec. WS 23-15.

Where medical care is required for more than 14 days, the War Civilian Security Office will periodically send Form CWB 2A (Certificate of Attending Physician) to the attending physician. The attending physician will complete this form and return it to the War Civilian Security Office. Forms CWB 100 should not be issued again in such cases, but bills for services and supplies should be submitted monthly through the local Chief of Emergency Medical Service.

Where no relative or friend assumes responsibility for the burial of a civilian defense worker deceased of injuries sustained on duty, the Personnel Officer may authorize burial by any licensed undertaker, using Form CWB 100, substituting the word "Burial" for the words "Medical Care" on that form, in accordance with provisions in Sec. WS 23-60.

Sec. WS 23-45 Conditions Governing Payments for Medical Care or Burial for  
WSC Civilian Defense Workers

The determination of the Surgeon General will be final as to services and supplies reasonably necessary for proper treatment or burial, and as to the amounts to be paid in each case for medical care or burial.

The Surgeon General or his designated representative may at any time order examination or treatment, by physicians selected by him, of any patient receiving medical care or disability benefits under the War Civilian Security Program.

Payments for all services and supplies will be made at rates not exceeding the minimum prevailing rates in the community for the same services or supplies. Where applicable, rates in common use under workmen's compensation laws of the respective States, and under laws administered by the U. S. Employees' Compensation Commission and the Veterans' Administration will be used by the U. S. Public Health Service as guides in determining the amounts to be paid. Payments for burial will not exceed \$100 in any case.

It is the intention of the U. S. Public Health Service that the payments provided be adequate to furnish, without expense to the patient, his family, or friends, all the medical services and supplies reasonably necessary for proper treatment. Accordingly, payments under this program will be made for necessary

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WAR SERVICES

CIVILIAN WAR ASSISTANCE

23-45

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services or supplies only when no charge is being made to the patient, his family, or friends for the same services and supplies. If, however, the patient or another person on his behalf requests special services or supplies in excess of those reasonably necessary for proper treatment, the U. S. Public Health Service will pay only for those reasonably necessary and the additional services or supplies will be at the personal expense of the patient, his family, or friends.

Payments for medical care provided because of an injury sustained after December 6, 1941, but before April 1, 1943, by a civilian defense worker eligible under this program, may be made either to the person or agency that furnished the required services or as reimbursement to persons or agencies equitably entitled thereto, upon submission of bills receipted in their favor, provided that payments will not exceed the amounts set forth in the third paragraph of this section.

Sec. WS 23-50 Forms and Instructions for Providing Medical Care for Civilian  
WSC Defense Workers

The forms necessary for obtaining authorization and payment for medical care are herewith reproduced. Copies of these forms may be obtained from the nearest field office of the Bureau of Old-Age and Survivors Insurance.

The prescribed forms must be used in all instances where applicable; informal applications will not be accepted, except that these requirements may be waived as necessary in regard to medical care provided before April 1, 1943.

The forms have been printed in limited quantities and should not be requested unless an injury has actually occurred.

Detailed instructions regarding procedures under this program may be obtained from the State Chiefs of Emergency Medical Service.



FEDERAL SECURITY AGENCY

FORM APPROVED 4/13/43  
BUDGET BUREAU No. 72-R231-43SOCIAL SECURITY BOARD  
BUREAU OF OLD-AGE AND  
SURVIVORS INSURANCE  
CIVILIAN WAR BENEFITSWar Civilian Security  
OFFICIAL'S REPORT OF INJURYUNITED STATES PUBLIC  
HEALTH SERVICE  
CIVILIAN WAR MEDICAL CARE

All items on this form requiring an answer should be answered or marked "Unknown."

1. \_\_\_\_\_  
(FULL NAME OF CIVILIAN CASUALTY) (SOCIAL SECURITY ACCOUNT NUMBER; IF NONE ASSIGNED, SO STATE)
2. Address \_\_\_\_\_  
(NUMBER AND STREET) (CITY OR TOWN) (STATE)
3. Date of birth \_\_\_\_\_ 4. Date of injury \_\_\_\_\_ 19\_\_\_\_ Hour \_\_\_\_\_  
(MONTH) (DAY) (YEAR)
5. Nature of injury \_\_\_\_\_
6. Place where event occurred \_\_\_\_\_
7. Describe fully how injury occurred and state what the civilian casualty was doing when injured \_\_\_\_\_
8. (a) Was the civilian casualty a regularly enrolled civilian defense worker or trainee? \_\_\_\_\_ (b) Name of organization to which he belonged \_\_\_\_\_  
(YES OR NO) (c) To which protective  
(UNITED STATES CITIZENS DEFENSE CORPS, AWS, CAP, OR OTHER) unit did he belong \_\_\_\_\_ (d) Give date of  
(AIR RAID WARDEN, EMERGENCY MEDICAL, ETC.) enrollment in the unit \_\_\_\_\_ (e) State the duties being performed  
(MONTH) (DAY) (YEAR) when injured \_\_\_\_\_
- (f) Was this his or her regular defense work? \_\_\_\_\_ (g) Name and address of civilian defense official supervisor \_\_\_\_\_
9. (a) When did you receive notice from attending physician? \_\_\_\_\_  
(b) Was medical attention authorized? \_\_\_\_\_ When? \_\_\_\_\_
10. (a) Name and address of physician \_\_\_\_\_  
(b) Name and address of hospital \_\_\_\_\_
11. Names and addresses of witnesses, if any \_\_\_\_\_
12. When did you first know of injury? \_\_\_\_\_
13. Has the civilian casualty died? \_\_\_\_\_ If so, give date of death \_\_\_\_\_
14. Name and address of next of kin \_\_\_\_\_
15. What was injured casualty's regular occupation? \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

\_\_\_\_\_  
(SIGNATURE OF REPORTING OFFICER)

Medical Care

\_\_\_\_\_  
(TITLE AND ORGANIZATION)

Approved By \_\_\_\_\_

(LOCAL CHIEF, EMERGENCY MEDICAL SERVICE)

\_\_\_\_\_  
(YOUR HEADQUARTERS ADDRESS)\_\_\_\_\_  
(ADDRESS)THIS FORM WHEN COMPLETED IS TO BE FORWARDED IMMEDIATELY TO: WAR CIVILIAN SECURITY OFFICE  
EQUITABLE BUILDING, BALTIMORE, MARYLAND

IF PUBLIC ASSISTANCE IS DESIRED IN THIS CASE AN ADDITIONAL COPY OF THE FORM SHOULD BE COMPLETED AND FORWARDED TO THE LOCAL PUBLIC ASSISTANCE AGENCY.

FORM CMB-6

1-43

SOCIAL SECURITY BOARD  
BUREAU OF OLD-AGE AND  
SURVIVORS INSURANCE  
CIVILIAN WAR BENEFITSFEDERAL SECURITY AGENCY  
War Civilian Security  
REPORT OF ATTENDING PHYSICIAN  
OR  
REPORT OF DEATHFORM APPROVED  
BUDGET BUREAU No. 72-R232-43  
UNITED STATES PUBLIC  
HEALTH SERVICE  
CIVILIAN WAR MEDICAL CARE

Please typewrite or print distinctly

1. \_\_\_\_\_  
(FULL NAME OF INJURED PERSON) (SOCIAL SECURITY ACCOUNT NUMBER)
2. Address \_\_\_\_\_  
(NUMBER AND STREET) (CITY OR TOWN) (STATE) AM
3. Date of injury \_\_\_\_\_ Time of injury \_\_\_\_\_ PM
4. Date of first treatment \_\_\_\_\_ Place where event occurred \_\_\_\_\_
5. Describe in patient's words how injury occurred \_\_\_\_\_  
\_\_\_\_\_
6. Describe the nature and extent of injury, and specify all parts of body involved  
\_\_\_\_\_  
\_\_\_\_\_
7. Treatment rendered \_\_\_\_\_  
\_\_\_\_\_
8. Probable duration of treatment \_\_\_\_\_ Is patient working or able to work \_\_\_\_\_
9. If patient is not working or able to work, when do you believe disability will  
end \_\_\_\_\_
10. Is this condition due solely to the injury described above \_\_\_\_\_ State  
pre-existing conditions contributing to this disability \_\_\_\_\_
11. Was injured unconscious \_\_\_\_\_ If so, for how long \_\_\_\_\_  
(YES OR NO)  
Were X-rays taken \_\_\_\_\_  
(is) (YES OR NO)
12. Patient (was) in a hospital \_\_\_\_\_ If so, name of hospital \_\_\_\_\_  
(YES OR NO)
13. If death ensued, give date \_\_\_\_\_ Direct cause of death \_\_\_\_\_  
Contributory cause of death \_\_\_\_\_
14. If patient has been transferred from the care of another physician, answer the  
following:  
Name and address of previous physician \_\_\_\_\_  
Reason and circumstances under which patient was transferred to your care  
\_\_\_\_\_
15. I, the undersigned, a duly licensed physician, have personally examined and  
treated the above-named individual and certify that the information contained  
in this report is true and correct to the best of my knowledge.

Date \_\_\_\_\_ Signature \_\_\_\_\_  
(ATTENDING PHYSICIAN)  
Who authorized treatment \_\_\_\_\_ Address \_\_\_\_\_This form when completed is to be forwarded immediately to:  
War Civilian Security Office  
Equitable Building, Baltimore, MarylandIf public assistance is desired in this case an additional copy of the form  
should be completed and forwarded to the local Public Assistance Agency.



FEDERAL SECURITY AGENCY  
SOCIAL SECURITY BOARD

FORM APPROVED  
BUDGET BUREAU NO. 72-R235-43

Second Report Regarding Civilian Casualty

1. NAME OF CASUALTY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
SOCIAL SECURITY ACCOUNT NO. \_\_\_\_\_  
(IF NONE ASSIGNED, SO STATE.)

2. ☐ THE ABOVE-NAMED CASUALTY HAS BEEN DISABLED MORE THAN 7 DAYS.  
HAS NOT

3. ☐ THE ABOVE-NAMED CASUALTY DIED ON \_\_\_\_\_

\_\_\_\_\_  
(REPORTING OFFICER)

\_\_\_\_\_  
(TITLE AND ORGANIZATION)

\_\_\_\_\_  
(HEADQUARTERS ADDRESS)

FORM CWB-14  
12-42

FEDERAL SECURITY AGENCY  
SOCIAL SECURITY BOARD  
EQUITABLE BUILDING  
BALTIMORE, MARYLAND

PENALTY FOR PRIVATE USE TO AVOID  
PAYMENT OF POSTAGE, \$300

\_\_\_\_\_  
OFFICIAL BUSINESS

AUTHORIZATION FOR MEDICAL CARE

To \_\_\_\_\_ (DATE AUTHORIZATION ISSUED)  
\_\_\_\_\_  
(NAME OF PHYSICIAN, HOSPITAL, ETC.) (ADDRESS)

\_\_\_\_\_  
(INJURED WORKER'S FIRST NAME) (MIDDLE INITIAL) (LAST NAME) (ADDRESS)  
Age \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_, is a civilian defense worker serving in (Name of  
organization of which a member) \_\_\_\_\_, as a (Name of  
(U. S. CITIZENS DEFENSE CORPS, C.A.P., A.W.S.,  
OR OTHER)  
protective unit of which a member) \_\_\_\_\_  
(AIR-RAID WARDEN, AUXILIARY POLICE, ETC.)

and was injured in the performance of his official duties on \_\_\_\_\_, 19\_\_\_\_  
\_\_\_\_\_  
(DATE OF INJURY)

A - AUTHORIZATION FOR INJURED CIVILIAN DEFENSE WORKER

Nature of injury for which treatment is authorized \_\_\_\_\_

Necessary treatment is requested for the direct results of such injury, from \_\_\_\_\_

\_\_\_\_\_  
(EFFECTIVE DATE)

(Effective date may be prior to the date authorization is issued.) If after examination it appears that the disability is not due to the injury, the undersigned authorizing officer should immediately be notified.

B - AUTHORIZATION FOR A FINANCIALLY NEEDY DEPENDENT OF A CIVILIAN DEFENSE WORKER

Necessary treatment is authorized for \_\_\_\_\_  
(FIRST NAME) (MIDDLE INITIAL) (LAST NAME)  
\_\_\_\_\_ who is a dependent \_\_\_\_\_

\_\_\_\_\_  
(ADDRESS)

\_\_\_\_\_  
(RELATIONSHIP AS WIFE, CHILD, PARENT, ETC.)

of the injured civilian defense worker named above. Medical care may be authorized for any illness or injury of a dependent of a civilian defense worker injured or killed in the performance of official duties, provided that such a dependent is certified by the local public assistance agency to be in financial need as a result of such injury or death, and provided that neither the worker nor the dependent is receiving Civilian War Benefits. The certificate of the local public assistance agency must be attached to this authorization.

Service and supplies furnished and charges made pursuant to this authorization are subject to the approval of the local Chief of Emergency Medical Service named below. See reverse for instructions on charges and submission of bills.

\_\_\_\_\_  
(NAME, LOCAL CHIEF OF EMERGENCY MEDICAL SERVICE) (ADDRESS) (CITY OR TOWN) (STATE)

This form is to be furnished to person or agency authorized to provide service and must be attached to first bill rendered for authorized services.

\_\_\_\_\_  
(SIGNATURE OF AUTHORIZING OFFICER)

\_\_\_\_\_  
(TITLE AND ORGANIZATION)

FORM CWB 100

1-43

\_\_\_\_\_  
(YOUR HEADQUARTER'S ADDRESS)

THE REVERSE SIDE OF THIS FORM (NOT REPRODUCED HERE) CONTAINS INSTRUCTIONS FOR COMPLETION OF THIS FORM.



WAR SERVICES

CIVILIAN WAR ASSISTANCE

23-55

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Sec. WS 23-55 Civilian War Benefits for Civilian Defense Workers  
WSC

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Cash benefits to the disabled defense worker injured in the line of duty, and benefits to the widow or dependents of one who dies as a result of his injuries, will be paid according to a specified schedule by the FSSB through its Bureau of Old-Age and Survivors Insurance and that Bureau's regular field offices. (See Sec. WS 23-90.)

If disability resulting from an injury sustained in the performance of official duty continues for more than seven days, the disabled civilian defense worker may be eligible for Civilian War Benefits. Such benefits are payable without regard to financial need in contrast to the needs requirement for Civilian War Assistance. Civilian War Benefits may be paid for only two categories of disability: 1. total disability, either temporary or permanent; 2. partial disability, only if permanent and at least 30% of total. The determination of the degree of disability will be made by the Bureau of Old-Age and Survivors Insurance in accordance with a schedule of ratings. Civilian War Benefits may also be paid to the dependent widow, child, or parent of a civilian defense worker who dies as a result of his injuries.

The amount of periodic benefits for either disability or death is based upon the monthly earnings rate of the civilian defense worker. Ordinarily, the monthly earnings rate used to determine the amount of the cash benefit will be the rate of pay at which the individual was most recently employed. For those not gainfully employed, a reasonable benefit is also provided.

Benefits to a disabled worker may continue, subject to the time limits of the program, as long as a compensable disability exists. Likewise, benefits to the dependents of a worker deceased of his injuries may continue subject to the time limits of the program and to other specified limitations. (For details of scope and procedure with respect to Civilian War Benefits, see Secs. WS 23-65, WS 23-70 and WS 23-75.)

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Sec. WS 23-60 Payments for Burial of Deceased Civilian Defense Workers  
WSC

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If the civilian defense worker dies as a result of his injuries, burial expenses not to exceed \$100 in any case may be paid:

1. as reimbursement by the Bureau of Old-Age and Survivors Insurance to any persons equitably entitled thereto (to the extent and in proportion that they have paid the expenses of burial);

Sec. 13-55 Civilian War Assistance for Civilian Defense Workers

Such benefits to the civilian defense worker injured in the line of duty and benefits to the widow or dependent of one who dies as a result of his injuries will be paid according to a specified schedule by the FWS through the Bureau of Old-Age and Survivors Insurance and that Bureau's regular field offices. (See Sec. 13-55(a).)

If disability resulting from an injury sustained in the performance of official duty continues for more than seven days, the disabled civilian defense worker may be eligible for Civilian War Assistance. Such benefits are payable with one year to the maximum need in order to the cash payments for Civilian War Assistance. Civilian War Assistance may be paid for only two consecutive years of disability. If total disability, either temporary or permanent, is partial disability, only if permanent and at least 50% of total. The determination of the degree of disability will be made by the Bureau of Old-Age and Survivors Insurance in accordance with a schedule of ratings. Civilian War benefits may also be paid to the dependent widow, child, or parent of a civilian defense worker who dies as a result of his injuries.

The amount of periodic benefits for either disability or death is based upon the monthly net wage rate of the civilian defense worker. Ordinarily, the monthly net wage rate used to determine the amount of the cash benefits will be the rate of pay at which the individual was most recently employed. For those not actually employed, a reasonable benefit is provided.

Benefits to a disabled worker or dependent, subject to the limits of the program, as long as a compensable disability exists. Amounts payable to the dependents of a worker deceased by the injury will continue until the date of death of the worker and to other specified individuals. (For details of rates and limits of the program and for other specified individuals, see Sec. 13-55, 13-55(a) and 13-55(b).)

Sec. 13-55(b) Payments for Death of Deceased Civilian Defense Workers

If the civilian defense worker dies as a result of his injuries, burial expenses not to exceed \$100 in any one year be paid. I. no reimbursement by the Bureau of Old-Age and Survivors Insurance to any persons entitled thereto (to the extent and in proportion that they have paid the cost of burial).



WAR SERVICES

CIVILIAN WAR ASSISTANCE

23-60

2. As a direct payment by the U. S. Public Health Service to any licensed undertaker or responsible public authority, if no relative or friend assumes the responsibility for burial of the deceased.

Sec. WS 23-65 General Plan of Operation, Civilian War Benefits for Civilian Defense Workers  
WSC

The Personnel Officers will act as the intermediaries between civilian defense workers or their dependents and the Bureau of Old-Age and Survivors Insurance. In each case of injury, which results in disability for more than seven days or in death, the Personnel Officer concerned must complete report of injury. As in the case of medical care, such officials may also be required to obtain statements of witnesses, and to certify as to the official status of the civilian defense worker and as to the circumstances under which the injury occurred. (See Secs. WS 21-20 and WS 23-30.)

The personnel of the field offices of the Bureau of Old-Age and Survivors Insurance will render every assistance necessary to Personnel Officers and to claimants in the perfection of claims. The field offices will develop the earnings rate of the injured or deceased individual by obtaining the employer's report form in each instance. If the individual was self-employed, the field office representative of the Bureau will secure the necessary data so that an earnings rate may be established.

Two types of cash benefits are available:

(1) disability benefits may be paid to injured civilian defense workers, if disability is either, (a) total, or (b) partial, if permanent and at least 30% of total.

(2) dependents' benefits may be paid to surviving dependents of civilian defense workers deceased of injuries sustained in the performance of official duties.

Sec. WS 23-70 Limitations on the Payment of Disability Benefits for Civilian Defense Workers  
WSC

There are several important limitations affecting the payment of disability benefits. Concisely, these are:

1. Application for such benefits must be filed within one year after the injury or not later than June 30, 1943, whichever is later.

WAR SERVICES

CIVILIAN WAR ASSISTANCE

23-70

2. No benefits are paid for the first seven days of disability.
3. No benefits are paid for any period prior to the attainment of age 16. If the disabled individual is under age 16, benefits may be paid after attainment of age 16 if the disability still persists.
4. No benefits will be paid if it is contrary to public policy or if the injury resulted from the worker's own wilful misconduct.
5. No benefits will be paid for any period prior to the ninetieth day before application was filed. (This limitation does not apply to a case of injury occurring prior to April 1, 1943, if application for benefits is filed not later than June 30, 1943.)

Sec. WS 23-75 Procedures for Obtaining Disability and Dependents Benefits for  
WSC Civilian Defense Workers

Usually, the procedure specified in regard to civilian war medical care in Sec. WS 23-40, will have been followed with respect to injuries. The forms referred to therein (except the Form CWB 100, Authorization for Medical Care) must be completed to obtain disability benefits, but it is not necessary to have them completed again for this purpose.

On the 8th day after the injury, the Personnel Officer will return the completed Form CWB 14 (Second Report Regarding Civilian Casualty) to the appropriate field office of the Bureau of Old-Age and Survivors Insurance. If this form shows that the disability lasted longer than 7 days, the field office will forward to the Personnel Officer the additional forms which must be completed to obtain disability benefits.

If the injured person has died, the field office will forward to the Personnel Officer the additional forms which must be completed to obtain dependents' benefits.

The Personnel Officer should have the additional forms completed by the following persons:

(1) For Disability Benefits:

Form CWB 1 (Application for Disability Benefits), by the disabled person.





Form CWB 8 (Statement of Witness), by two witnesses to the event causing the injury. Where there were no eyewitnesses, detailed statements of persons who first had knowledge of the injury should be obtained.

Standard Form 1099, by disabled person.

(2) For Dependents' Benefits:

Form CWB 3 (Application for Benefits based on Detention, Disappearance of Death of Civilian Casualty), by the widow, child or parent. (This form may also be used as an application for reimbursement for the payment of burial expenses).

Form CWB 8 (Statement of Witness), by two witnesses to the event causing the injury. Where there were no eyewitnesses, detailed statements of persons who first had knowledge of the death should be obtained.

Standard Form 1099, by the widow, child or parent.

In addition to these forms, the claimant may be required to submit certain evidence which will be specified by the field office at the time the forms are sent.

After completion, the forms referred to above, should be returned to the field office from which they were received.

Sec. WS 23-80 Periods of Payment and Amounts of Disability Benefits for Civilian  
WSC Defense Workers

Disability benefits will be paid in full for the period beginning with the eighth day of disability and up to the date of medical certification, i.e., the date on which the physician executes his initial report; but no payments will be made for more than 90 days prior to the filing of the application. (See exception noted in Item 5 Sec. WS 23-70.) The physician's report should not be submitted prior to the 14th day following the date of injury.

When the first and subsequent notices of awards are delivered to the claimant a renewal application form will be attached. This may be used to file claim for continued benefits. This form includes a statement by the civilian defense worker that he is still disabled and a new short medical certificate to be completed by his attending physician.



WAR SERVICES

CIVILIAN WAR ASSISTANCE

23-80

Generally, and until it appears that the disability is permanent in character, applications for continuance of benefits must be filed by the disabled individual every fourteen to twenty-one days. Once the disability has been established as permanent, benefit payments will be made monthly without additional application. Periodic medical examination may thereafter be requested.

For total disability, benefits will be paid at a rate equal to 66-2/3% of the monthly earnings rate of the individual but not to exceed \$85 per month. The minimum rate of benefit payments for total disability will be \$30 per month. The rate of benefit payment for permanent partial disability will bear the same ratio to the payment for total disability as the degree of disability bears to total disability (e.g. if the beneficiary were 50% disabled and the amount of the benefit for total disability would have been \$80, then the benefit payment for this partial disability would be \$40). No benefit will be paid for partial disability which is less than 30% of total.

Sec. WS 23-85 Limitations on the Payment of Dependents' Benefits for Civilian  
WSC Defense Workers

\* Dependents' benefits may be paid only to the following dependents: widow, unmarried children under the age of 18, and parents age 65 or over. As in the case of disability benefits, certain limitations are imposed:

1. Application for benefits must be filed within one year after death or prior to June 30, 1943, whichever is later.
2. Payments will be made beginning with the month of death or three months before the month in which application is filed, whichever is later. (This limitation does not apply in the case of death occurring in the United States prior to April 1, 1943, if application for benefits is filed not later than June 30, 1943).
3. A widow may receive benefits only until she remarries: benefits terminate upon remarriage.
4. Child must be under the age of 18 and unmarried. Benefits terminate upon marriage or attainment of age 18 by a child.
5. Parents must have attained age 65 at the time of the death of the civilian defense worker. If the parent has not attained age 65 such parent cannot qualify regardless of the condition of dependency.
6. All the relatives above named, in order to be eligible for dependents benefits, must have been receiving their chief support from the deceased.

b6  
b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 08-19-2010 BY 60322 UCBAW/SJS

[illegible][illegible]

1. The first of these is the fact that the majority of the population of the United States is now living in urban areas. This is a result of the process of urbanization, which has been going on since the beginning of the 20th century. The second is the fact that the majority of the population is now living in the South and West. This is a result of the process of migration, which has been going on since the beginning of the 20th century. The third is the fact that the majority of the population is now living in the middle class. This is a result of the process of social mobility, which has been going on since the beginning of the 20th century.

[illegible]

DATE OF INFO 20' 1971' APPROXIMATE IN JUNE  
IN VICTIMIZATION FOR PERIODS FROM 60 LITRE MEASURE ONE HOUR WITH POWER ON

10-10-1944

20. Del-use response  
21. Instructions on the balance of debentures, benefits for children

[illegible][illegible]



WAR SERVICES

CIVILIAN WAR ASSISTANCE

23-90

Sec. WS 23-90 Periods of Payment and Amounts of Dependents' Benefits for Civilian  
WSC Defense Workers

Dependents' benefits are paid on a monthly basis. They begin with the month in which the death occurred provided application for such benefits is filed not more than three months after the month of death. For deaths which occurred prior to April 1, 1943, however, claims may be filed not later than June 30, 1943. Except for deaths which occurred prior to April 1, 1943, payments are never retroactive for more than three months; therefore, delay in filing claim must be avoided to protect the dependent's interests.

As in the case of injury the dependents' benefits are based upon the earnings rate of the civilian defense worker. The following schedules indicate the percentage of the monthly earnings rate which will be paid, with the minimum and maximum for each relative and for the family unit:

Schedule I

<u>Beneficiaries</u>	<u>Percentage of Monthly Earnings Rate</u>	<u>Minimum<sup>1</sup></u>	<u>Maximum</u>
Wife, widow, and no child	30%	\$30.00	\$45.00
Increase for each child	10%	10.00	15.00
Total with respect to one casualty	(Not to exceed 66-2/3%)	(Not to exceed \$66.67)	(Not to exceed \$85.00)

Schedule II

<u>Beneficiaries</u>	<u>Percentage of Monthly Earnings Rate</u>	<u>Minimum<sup>1</sup></u>	<u>Maximum</u>
No wife or widow, but one child	20%	\$20.00	\$30.00
Increase for each additional child	10%	10.00	15.00
Total with respect to one casualty	(Not to exceed 66-2/3%)	(Not to exceed \$66.67)	(Not to exceed \$85.00)

1. Applicable also where there was no monthly earnings rate because the civilian casualty was not gainfully employed.

WAR SERVICES

CIVILIAN WAR ASSISTANCE

23-90

Schedule III

<u>Beneficiaries</u>	<u>Percentage of Monthly Earnings Rate</u>	<u>Minimum<sup>1</sup></u>	<u>Maximum</u>
One dependent parent	20%	\$20.00	\$30.00
Two dependent parents	30%	30.00	45.00

Parents may receive benefits only if after the payment of benefits to a widow and children, there is a residue payable, i.e., a difference between the maximum payable and the amount payable to the widow and children.

Sec. WS 23-93 Reimbursement for Burial Expenses for Deceased Civilian Defense Worker  
WSC

Burial expenses not to exceed a total of \$100 may be paid to any persons who are equitably entitled thereto to the extent and in the proportion that they have paid the expenses of burial of a deceased civilian defense worker who died within the United States, Alaska, Hawaii, Puerto Rico, or the Virgin Islands.

Sec. WS 23-96 Forms and Instructions for Civilian War Benefits for Civilian Defense Worker  
WSC

Forms required for the perfection of claims for disability or dependents' benefits and detailed instructions for filing such claims may be obtained from field offices of the Bureau of Old-Age and Survivors Insurance. The prescribed forms must be used in all instances where applicable; informal applications will not be accepted. The forms have been printed in limited quantities and should not be requested unless an injury or death has actually occurred.

1. Applicable also where there was no monthly earnings rate, because the civilian casualty was not gainfully employed.



MAIN OFFICE  
SACRAMENTO  
616 K STREET

LOS ANGELES OFFICE  
WASHINGTON BUILDING  
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE  
DAVID HEWES BUILDING  
995 MARKET STREET

~~Robert F. Quinn~~  
Governor

EARL WARREN  
STATE OF CALIFORNIA

## Department of Social Welfare

MISS MARTHA A. CHICKERING  
DIRECTOR

Sacramento  
March 24, 1943

Hon. Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

SOCIAL WELFARE BOARD  
ARCHIBALD B. YOUNG, CHAIRMAN  
808 S. SAN RAFAEL AVENUE  
PASADENA

MRS. MARY E. BARKWILL  
ROUTE 1, BOX 55  
LINDSAY

JOHN C. CUNEO  
922 J STREET  
MODESTO

XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX

MRS. T. G. EMMONS  
POST OFFICE BOX 12  
SALINAS

WILFORD H. HOWARD  
P. O. BOX 288  
SACRAMENTO

BEN KOENIG  
1680 NORTH VINE STREET  
LOS ANGELES

IN REPLY PLEASE REFER  
TO:

Dear Mr. Jordan:

Attached are three copies of regulations, currently effective, made by the State Department of Social Welfare.

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

*Martha A. Chickering*  
MARTHA A. CHICKERING, Director  
Department of Social Welfare

52:219  
Attachments

FILED  
In the office of the Secretary of State  
of the State of California  
MAR 29 1943  
FRANK M. JORDAN, Secretary of State  
By *Chas. G. Knight* Deputy

1943 MAR 29 AM 11 50

MAIN OFFICE  
SACRAMENTO  
616 K ST.

LOS ANGELES OFFICE  
WASHINGTON BLDG.  
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE  
DAVID HEWES BUILDING  
995 MARKET STREET

EARL WARREN  
GOVERNOR  
STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

Miss MARTHA A. CHICKERING

DIRECTOR

Sacramento  
March 12, 1943

SOCIAL WELFARE BOARD  
ARCHIBALD B. YOUNG, CHAIRMAN  
808 S. SAN RAFAEL AVENUE  
PASADENA

Mrs. MARY E. BARKHILL  
ROUTE 1, Box 55  
LINDSAY

HEBER BROWN  
1440 BROADWAY  
OAKLAND

JOHN C. CUNEO  
922 J STREET  
MODESTO

BEN KOENIG  
1680 N. VINE ST.  
LOS ANGELES

Mrs. T. G. EMMONS  
POST OFFICE BOX 12  
SALINAS

WILFORD H. HOWARD  
1815 REDWOOD HIGHWAY SOUTH  
SANTA ROSA

1297

MANUAL LETTER NO. 33

You receive herewith additional material for Financial Procedures, and Welfare Personnel Standards, Revision 27. This material is to be entered in your copy of the Manual of Policies and Procedures, and the revision numbers cancelled on the separators for revised chapters.

The new material was approved and the revision adopted by the SSWB on January 27, 1943. All revisions become effective immediately. All actions by boards of supervisors on Applications and Notices of Change 90 days or later from the date of issuance of these revisions shall be in accord with them.

You will find at the bottom of this letter an index for the Collection Section, which is to be fastened to the manila separator in front of the Financial Procedures Chapter of the Manual.

Your attention is directed particularly to the following:

SEC. 672-00 refers to SEC. 670-00, which is a chart to be released at a later date.

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE  
OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS.

FEDERAL PARTICIPATION IN ADMINISTRATIVE COSTS . . . . .	SEC. 645-00
EXPENDITURES FOR PURPOSES OF ADMINISTRATION . . . . .	645-10
EXPENDITURES FOR PERSONAL SERVICE . . . . .	645-20
TIME RECORDING BY EMPLOYEES . . . . .	645-30
CATEGORIES UNDER WHICH TIME IS RECORDED . . . . .	645-40
SALARIES PAID DURING PERIODS OF LEAVE OR OTHER ABSENCE . . . . .	645-45
COMPUTING LESS THAN FULL MONTHLY SALARY . . . . .	645-50
EXPENDITURES FOR SERVICES OF OTHER AGENCIES . . . . .	645-70
EXPENDITURES FOR EYE EXAMINATIONS . . . . .	645-80
EXPENDITURES FOR FIXED ASSETS . . . . .	646-00
EXPENDITURES FOR REPAIRS AND ALTERATIONS . . . . .	646-10
EXPENDITURES FOR RENT OF COUNTY OFFICES . . . . .	646-20
EXPENDITURES FOR TAXES . . . . .	646-30
REPORTING OF COST OF ADMINISTRATION . . . . .	646-50
ABATEMENTS FROM SELF-SUPPORTING ACTIVITIES . . . . .	646-60
RULES FOR ALLOCATING ADMINISTRATIVE EXPENSES . . . . .	646-70
FORMS USED IN ADMINISTRATIVE EXPENSE CLAIMS . . . . .	646-80
ADMINISTRATIVE EXPENSE FORMS . . . . .	646-99



23. **POSITION**—any office or employment in the classified service (whether part-time or full-time, temporary or permanent, occupied or vacant), calling for the performance of certain duties by an "employee" as defined by definition 12.

24. **PROBATIONARY PERIOD**—the first twelve months of employment following the date of original appointment to a permanent position as described in Sec. 074-50, Nature, Purpose, and Duration of Probationary Period.

25. **PROBATIONARY STATUS**—the status of an employee who has been certified and appointed from an eligible list or a promotional eligible list but who has not completed the probationary period.

26. **PROBATIONER**—an employee who has probationary status.

27. **PROMOTION**—a change in status of an employee, from a position in one class to a position in another class having higher duties and responsibilities, and higher qualifications as described in Sec. 075-00, Method of Making Promotions.

28. **PROMOTIONAL ELIGIBLE LIST**—a list of persons eligible for certification for a specific class resulting from a promotional examination.

29. **PROVISIONAL APPOINTMENT**—an appointment made in the absence of any appropriate eligible list as provided for in these rules.

30. **PROVISIONAL EMPLOYEE**—an employee holding a position under provisional appointment.

31. **REEMPLOYMENT LIST**—a list of persons of a particular class, but regardless of the county agency, who have probationary or permanent status and who have been legally laid-off.

32. **RESIGNATION**—the termination of employment of an employee made at the request of the employee.

33. **SDSW**—the State Department of Social Welfare as provided by Statutes 1937, Chapter 397, exclusive of the Social Welfare Board.

34. **SALARY or WAGE**—the amount of money or credit received as compensation for service rendered exclusive of mileage, traveling allowances, and other sums received for actual and necessary expenses incurred in the performance of duties in a position of the classified service.

35. **SALARY ADVANCEMENT**—an increase in salary within the salary range prescribed for the class by the agencies' compensation plan.

36. **STATE AGENCY or SSWB**—the Social Welfare Board duly constituted as provided by Statutes 1937, Chapter 397.

37. **SUSPENSION**—an enforced leave of absence for disciplinary purposes or pending investigation of charges made against an employee.

38. **TRANSFER**—a change from one position to another in the same class or in another class having the same or comparable duties, responsibilities, and entrance qualifications as described in Sec. 075-50, Inter-Agency Transfer of Employee and Sec. 075-55, Inter-Class Transfer of Employee.

39. **VETERAN**—any person who has served in the U. S. Army, Navy, Marine Corps, Revenue Marine Service, or as an active nurse in the service of the American Red Cross, or in the Army and Navy Nurse Corps in time of war, or in any expedition of the armed forces of the U. S., and received an honorable discharge or certificate of honorable active service, proof of which shall be submitted prior to the date of the examination and under the conditions prescribed by the SSWB. The term "veteran" shall include also any person who has been inducted into the armed forces of the U. S. under the provisions of the Selective Training and Service Act of 1940 and who has received an honorable discharge therefrom.

40. **WAIVER**—the voluntary relinquishment by an eligible of any right to consideration for appointment and assignment to a specific position.

## 070-20 Sec. 070-20 Organization for Merit System

### WPS

The SSWB shall have jurisdiction over this merit system plan and responsibility:

1. To adopt necessary rules for administration of a comprehensive State-wide merit system;
2. To establish general policy and to maintain general supervision over administration of a State-wide merit system, including consultation on preparation and weighting of examinations;
3. To adopt classification plan and compensation plan after consulting with the county agencies;
4. To conclude a contract with examining agency for conducting merit system examinations and for maintaining eligible lists, and for performing other technical personnel services as required as well as to consult with examining agency and establishing general policies for administration of the merit system examinations;
5. To provide for the hearing of all personnel appeals arising from examination procedures which will be heard by the SSWB in the manner prescribed in Sec. 076-50;
6. To promote public understanding of the merit system;
7. To issue reports;
8. To review and consider recommendations for amendments to these rules;
9. To make recommendations to the county agencies relative to their internal personnel practices to assure conformity with these rules;
10. To review personnel operations and to take any action provided by law necessary to enforce the provisions of these rules.

## 070-25 Sec. 070-25 Merit System Advisory Committee

### WPS

In order that the SSWB may benefit from consultations and secure the fullest possible information on problems arising from installation of the merit system in counties on a State-wide basis, SSWB may appoint a Merit System Advisory Committee which shall include representatives of the County Supervisors' Association of California and representatives of the Association of California's Executives of Public Welfare.

## 070-30 Sec. 070-30 Outside Agency Administering Examinations and Maintaining Eligible Lists

### WPS

In conformity with these rules, the SSWB shall contract with examining agency for administration of the merit system as it relates to preparation, administration, and scoring of examinations; preparation, custody, and maintenance of eligible lists; determination of availability of eligibles for appointment; certification for appointments; determination of adequacy of existing eligible lists; and such other duties as may be prescribed herein or by the SSWB. All services rendered by examining agency shall be on a cost basis.

The agency preparing examinations and maintaining eligible lists shall maintain an office separate and distinct from the offices occupied by SDSW or any county agency.

**Sec. 070-00 Definitions**

070-00

**WPS**

The following definitions apply throughout these rules, unless the context clearly requires another meaning:

1. **APPOINTING AUTHORITY**—the officer, board, commission, person, or group of persons authorized by statute or lawfully delegated authority to make appointments.

2. **APPOINTMENT**—the offer to and acceptance by a person of a position in the classified service through selection from an eligible list in accordance with Sec. 074-00, Original Appointments.

3. **CLASS**—a group of positions sufficiently similar as to duties performed, degree of supervision exercised or required, minimum requirements of education, experience, or skill, and such other qualifications that the same title, the same test of fitness and the same schedule of compensation may be applied to each position in the group.

4. **CLASSIFIED SERVICE**—all positions in the SDSW and county agencies except:

a. Members of the State Social Welfare Board.

b. The Director of the State Department of Social Welfare.

c. Members of any advisory board.

d. Personnel employed in county agencies performing duties entirely unrelated to administration of duties outlined in definition 5, unless the county board of supervisors specifically requests that such personnel be included in the Merit System in the classified service.

e. Members of county boards of supervisors.

f. Members of county welfare boards.

g. Physicians designated as approved ophthalmologists for aid in the blind examinations and paid on a fee basis for professional services.

h. State and local officials serving ex officio and performing incidental administrative duties in the public assistance and child welfare services program.

i. Janitors and gardeners employed by county agencies on a full-time or part-time basis.

j. Mechanics employed by county agencies in servicing and repairing automotive equipment.

k. Regular employees of a county welfare department who perform only intermittent, irregular, or occasional work on the programs mentioned in Definition 5, provided that the portion of the salary allocated to such program or programs does not exceed ten per cent (10%) of the minimum monthly rate of pay for his respective position.

l. Persons who serve a county welfare department intermittently, irregularly, or occasionally (including services rendered by State licensed professional personnel) and who are compensated on a contract or fee basis.

5. **COUNTY AGENCY**—the department or departments within the counties which administer Federal-State grants-in-aid as follows:

a. Aid to Needy Children. (Chapter 1, Part 2, Division 2, W. & I. C.)

b. Old Age Security. (Chapter 1, Division 3, W. & I. C.)

c. Aid to the Needy Blind. (Chapter 1, Part 1, Division 5, W. & I. C.)

d. Child Welfare Services. (Chapter 1, Section 120, Division 1, W. & I. C.)

6. **DEMOTION**—a change in status of an employee, from a position in one class to a position in another class having lesser duties and responsibilities, and lower qualifications as described in Sec. 075-60, Demotion.

7. **DIRECTOR**—the Director of the SDSW.

8. **DISMISSAL**—the termination of employment of an employee for cause.

9. **ELIGIBLE**—an applicant for a merit examination who receives a final passing rating and whose name appears on an eligible list.

10. **ELIGIBLE LIST**—an officially promulgated list of eligibles for a class of position in the order of their final rating in a merit examination as described in Sec. 073-00, Establishment of Eligible Lists.

11. **EMERGENCY APPOINTMENT**—an appointment made during an actual emergency to prevent the stoppage of public business.

12. **EMPLOYEE**—any person in the employ of the SDSW not now covered by the State Civil Service Act or by related statutes, or in the employ of a county agency who is engaged on a full- or part-time basis in the administration and operation of State public assistance and Child Welfare Services programs; except that the provisions of this section shall not apply to:

a. Persons specifically exempted under definition 4 of this section;

b. Personnel of welfare departments in the five civil service counties, and in such additional counties as may hereafter adopt a merit system in accordance with the State enabling statutes; it shall be understood, however, that in view of the responsibility of the SSWB for development and maintaining standards to insure proper and efficient administration of the State public assistance and Child Welfare Services programs, it shall be the duty of the SSWB to approve, and from time to time review for maintenance of standards, the aforementioned merit systems covering the personnel of county agencies of those counties in the State now operating under a merit system and such additional counties as may elect to establish merit systems by ordinance at some future date.

13. **EMPLOYMENT LIST**—eligible list, promotional eligible list and reemployment list.

14. **EXAMINING AGENCY**—the State Personnel Board (or any duly authorized employee of the State Personnel Board) or other public personnel agency, selected by the SSWB, to conduct the merit system examinations.

15. **EXEMPT POSITION**—a position herein designated as a position exempted from the application of this rule.

16. **LAY-OFF**—termination of employment of an employee without prejudice, because of lack of funds or work, because of natural changes of duties or organization, or in order to permit reinstatement of employee upon his release from period of military service in the armed forces of the U. S.

17. **LIMITED TERM APPOINTMENT**—an appointment from an eligible list to a position which is established for a limited period not to exceed one day less than the probationary period.

18. **LIMITED TERM EMPLOYEE**—an employee who holds a position under limited term appointment.

19. **MINIMUM QUALIFICATIONS**—the qualifications of education and experience, and other qualifications to be measured by written examination or by written examinations and qualification appraisal interviews, as prescribed for a given class in the agencies' classification plan.

20. **PERMANENT EMPLOYEE**—an employee who has permanent status.

21. **PERMANENT STATUS**—the status of an employee who is lawfully retained in his position after the completion of the probationary period provided in these rules.

22. **PERSONNEL OFFICER**—the Departmental Personnel Officer of the SDSW. Duties of this officer are described in Sec. 070-35, Personnel Officer.



## Sec. 600-00 Provisions of the W. &amp; I. Code Regarding Fiscal Procedures—Continued

Laws Relating to Payment of Aid	OAS	ANB APSB	ANC
Time of beginning aid.	2182 2183	3084 3460	1552 1558
All payments of aid shall be monthly in advance by county warrant except payments in ANC to boarding homes and institutions which may be at the end of the month.	2183 2160.6	3084 3460	1552 1556.5
County warrants for aid shall not be paid unless presented within 6 months from date of issuance.	222	222	222
Payments to inmates of institutions.	2160-e	3044 3444	

## Laws Relating to Collection and Adjustments

Refunds of aid shall be repaid to Federal and State Governments according to their proportion of participation in the grant.	2024	3007 3406	1504
Restitution when aid is obtained fraudulently or illegally.	2007	3006 3405	1506
Excess aid paid shall be recoverable as a debt.	2222		
Discovery of excess property or income after death.	2223		
Relative responsibility, recovery from, credited to Federal, State, and county governments in proportion to participation.	2224	3088 3474	

## Laws Relating to Transportation of Needy Children Claims

County may transport needy children outside the State and State shall pay one-half of the total expense incurred.			1580
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## Sec. 600-00 Provisions of the W. &amp; I. Code Regarding Fiscal Procedures

600-00

OAS; ANB; APSB; ANC

Laws Relating to Estimates, Advances, Expenditures, Administrative Expense and County Claims.	OAS	ANB APSB	ANC
While Federal Government makes grants to the State a portion thereof shall be allotted to counties for grants and for costs of administration; payment of State moneys to counties is also authorized.	2186 2187	3087 3087.1 3480	1553 1554
Method of computing and paying county's share of grants and costs of administration.	2188	3087.2 3481	1555
Reports of aid paid shall be made by counties and audited by SDSW and State Controller. Claims for ANC in boarding homes and institutions shall be filed and paid separately.	2189	3087.3 3482	1556 1556.5 1559
SDSW shall require county to bear proportionate share of total expense of furnishing aid.	114	114	114
Counties required to comply with all requirements of law before receiving apportionment.	2023		
Counties shall pay all necessary expense for administration.	2185		
State appropriation of \$240 per annum for each county resident receiving OAS, and \$480 per annum for each non-county resident receiving OAS.	2021		
State appropriation of \$300 per annum for each county resident receiving ANB or APSB and \$600 per annum for each non-county resident receiving ANB or APSB.		3025 3420	
Acceptance of aid from Federal Government shall not reduce maximum amount which may be granted.		3004	
State appropriation of \$180 per annum for each needy child who has county residence and \$270 per annum for each needy child who has non-county residence provided the applications for such children are not made directly to the SDSW by an institution. In the latter case, \$180 per annum is allotted.			1510 1512
Amount of aid to which eligible applicants, or child in ANC is entitled is set forth.	2020	3084 3472	1511
Payment in an amount as needed for care of each child whose application is not made directly to the SDSW by an institution is authorized. State's share is indicated.			1511
The State's share of OAS which recipient would have been eligible to receive, were he not confined in a county hospital, shall be paid to the county.	2160.7		



645-30 **Sec. 645-30 Time Recording by Employees** W&IC Secs. 1553; 2186; 3087  
OAS; ANB; ANC

Salaries and wages paid to employees of county welfare department are apportioned among the programs administered by the department in accordance with the ratio of gross man-hours worked on each program by each employee. The basis of this recording is the maintenance by employees of daily and/or monthly time records. Such time recording by employees is a continuous process and the allocation of time among programs is done individually by all persons whose daily work is identifiable with different programs. (See Sec. 646-70, Rules for Allocating Administrative Expense.)

The daily and monthly SDSW time recording forms (Forms DFA 42 and DFA 43) provide the necessary facilities for making such a segregation. Any county wishing to substitute a specially designed form to suit its particular needs shall submit the proposed form to the SDSW for approval.

Forms used in recording time are:

1. **Employee's Individual Daily Time Record (Form DFA 42).** Time is recorded on this form to the nearest five minutes and is totaled by programs at the end of each day for posting to the Monthly Time Record (Form DFA 43). All time worked during a day, including overtime, shall be recorded on Form DFA 42 by employees who work on more than one program and whose duties are such that their time is segregable by programs. Daily copies are submitted to employee's supervisor or time clerk at end of month (with Form DFA 43) for checking as to accuracy. Completed Forms DFA 42 shall be maintained on file in county office for the current and immediately preceding month. (See Form DFA 42 in Sec. 646-99, Administrative Expense Forms.)
2. **Employee's Monthly Time Record (Form DFA 43).** Time is recorded on this form to the nearest half hour by every county employee whose salary in whole or in part is paid from funds budgeted for the county welfare department and whose name appears on the pay roll of that department. Employees who work on one program only or whose duties are such that no segregation by program can be made of their time are not required to use Form DFA 42 and shall post their time directly to Form DFA 43. Employees who keep Form DFA 42 shall transfer their daily time totals to Form DFA 43, adjusting to the nearest half hour. Copies of Form DFA 43 shall be retained in the county files. The data on Administrative Expense Work Sheet for Allocation of Expenditures Based on Results of Time Recording (Form DFA 64) are compiled from Form DFA 43. (See Sec 646-70, and Sec. 646-80, Forms Used in Administrative Expense Claims.) (See Form DFA 43 in Sec. 646-99, Administrative Expense Forms.)

"Division" on Form DFA 42 and "Unit" on Form DFA 43 mean activity, e.g., Administrative, Social Service, Accounting, etc.

"Title" on Forms DFA 42 and DFA 43, respectively, means the employee's civil service or merit system classification.

**Sec. 645-00 Federal Participation in Administrative Costs**

W &amp; IC Secs. 1553; 2186; 3087

OAS; ANB; ANC

The Federal Government participates through the State in county costs of administration as follows:

1. OAS—The Federal Government pays the State 5% of the Federal share of assistance grants. Of this amount, the State now gives to the counties, matching sums actually spent for administration, a percentage as ordered by the SSWB.
2. ANB and ANC—The Federal Government pays one-half of the actually incurred cost of administration for aid cases eligible for Federal participation.

The Federal Government does not participate in salary or other expenditures of county offices other than the welfare department. For example, it does not participate in expenditures for operation of county auditors' offices, or projects such as commissary stores, woodyards, sewing, surplus commodities, issuance of hospitalization and clinic permits, shoe repair, rehabilitation and other miscellaneous projects, even though such programs are supervised by the welfare department.

In order to determine administrative expenditures for each program in which the Federal Government participates in administrative costs, it is necessary to allocate costs of administration by program. (See Sec. 646-70, Rules for Allocating Administrative Expense.)

**Sec. 645-10 Expenditures for Purposes of Administration** W&IC Secs. 1553; 2186; 3087

645-10

OAS; ANB; ANC

An expenditure for purposes of administration must be for purposes other than "assistance" (cash or kind), must be directly pertinent or reasonably related to the provisions of financial assistance in the category to which it is allocated and must not be properly chargeable to another program or to any form of assistance as such.

The usual activities involving costs of public-assistance administration for which participation may be claimed are:

1. Supervising the operation of public assistance programs;
2. Developing, evaluating and modifying standards of operation;
3. Maintaining social, financial and statistical records;
4. Preparing and presenting information to official bodies and the public;
5. Determining the original and continued eligibility of individuals for financial assistance and ascertaining the amount of assistance to be granted; e.g., the cost of blind eye examinations or search of census records;
6. Providing such financial assistance.

**Sec. 645-20 Expenditures for Personal Services** W&IC Secs. 1553; 2186; 3087

645-20

OAS; ANB; ANC

Participation may be claimed in moneys paid to employees engaged in administration of cases eligible to Federal aid for OAS, ANB, and ANC for personal services rendered, provided that such services are not performed as incidents of other public functions, and the county has conformed with the requirements of the merit system in the employment of such persons. (See Chapter 070-00, Welfare Personnel Standards.) For plans for reimbursement for war activities see Financial Policies and Procedures Chapter in War Services Handbook.



**645-45 Sec. 645-45 Salaries Paid During Periods of Leave or Other Absence**

OAS; ANB; ANC

W&amp;IC Secs. 1553; 2187; 3087

Claim may be made for salaries paid employees of county welfare department during periods of leave with pay in accordance with merit system rules and regulations as set forth in Chapter 070-00, Welfare Personnel Standards. (See Sec. 645-40, Categories Under Which Time Is Recorded.)

**645-50 Sec. 645-50 Computing Less Than Full Monthly Salary** W&IC Secs. 1553, 2187, 3087

OAS; ANB; ANC

When an employee works part-time, or is on pay roll less than a calendar month, whether or not this constitutes the entire period of his employment, his salary, unless on per diem or hourly basis, shall be based on the actual number of calendar days in the month, unless county rules and regulations provide otherwise. Reciprocal tables devised by SDSW may be used for salary computation. Briefly,

$$\frac{\text{days on pay roll}}{\text{days in the month}} \times \text{monthly salary} = \text{salary or wage due.}$$

Example: An employee hired to begin work the morning of September 16, at the monthly salary of \$90 receives \$45, computable as follows:  $15/30 \times \$90 = \$45$ . Summary of County Employees Paid less than full time Monthly Salary (Form DFA 64B) is completed for the month of September for this employee.

**645-70 Sec. 645-70 Expenditures for Services of Other Agencies** W&IC Secs. 1553, 2187, 3087

OAS; ANB; ANC

Participation may be claimed in amounts expended to cover expenses of other agencies incurred in performing services connected with the administration of public assistance upon a proper showing of any or all of the following conditions:

1. It is the general fiscal practice for an outside service agency performing services directly connected with public-assistance administration either (a) to receive its necessary administrative funds by a charge upon each agency based upon the service rendered, rather than by general appropriation, or (b) to receive a portion of its administrative funds by a charge upon each agency supported primarily by funds derived from sources other than general appropriation;
2. The services performed are a distinct and additional function of a type customarily performed as a function of the county welfare department and not a type performed as part of the regular service rendered by such outside agency to other agencies, and a unit of such outside agency performs the service as its sole function and operates as an integral part of the county welfare department;
3. Amounts were expended by a civil service agency for extra identifiable services relating to the establishment and maintenance of personnel standards on a merit basis for the county welfare department as required by rules and regulations of the merit system. They shall include only such special services as are rendered primarily for the county welfare department, and, under existing practice, would not be rendered as a regular service.

The expenditures shall be made from funds appropriated to, earmarked for, or allotted to and expendable by the county welfare department.

**645-80 Sec. 645-80 Expenditures for Eye Examinations**

W&amp;IC Secs. 1553, 2187, 3087

ANB

Costs to the county for transportation of an applicant for or recipient of ANB to obtain the required eye examination (see Sec. 180-15, Determination of Degree of Blindness) are administrative expenses subject to Federal reimbursement provided:

1. The applicant or recipient is not financially able to meet such costs, and
2. There is no accessible ophthalmologist on the panel in the county and the person must be transported to another county or State, or
3. Transportation to another county or State is necessary for examination by an ophthalmologist who had not previously examined the person, or
4. The distance to the nearest accessible ophthalmologist in the county on the panel is great and transportation to his office is necessary, or
5. The blind person is bedfast and the cost of transportation of the ophthalmologist to the home of the blind person is incurred by the county, or
6. The blind person requires an attendant to accompany him to the ophthalmologist's office, thus incurring additional expense.

**Sec. 645-40 Categories Under Which Time is Recorded (Forms DFA 42 and 43)**

645-40

OAS; ANB; ANC

W&amp;IC SECS. 1553; 2186; 3087

All employees should have a clear understanding of the proper definition of the different programs. The following outline applies in all ordinary situations:

**OAS, ANB, APSB, and ANC (Ag, Bl, CA)** Time shall be charged to these programs whenever such time is identifiable with an activity which has as its objective the administration of the OAS, ANB, APSB, or ANC law, respectively. Segregation shall be made in ANC and ANB between cases in which Federal participation is or is not involved. Participation shall be claimed only for time and expense allocable to cases in which Federal funds are included in the aid grant.

**GR (formerly IN).** Charge time to this category which was spent on activities which have as their objectives the administration of county aid and relief to indigents as set forth in the W. & I. C.

**Other Welfare and Relief Programs (OWP).** To these programs charge time expended on all welfare activities under the jurisdiction of the county welfare department except the OAS, ANB, APSB, ANC and GR (Formerly IN) programs. Programs charged under this heading would include County projects, etc.

**War Services Programs.** Time expended should be charged in accordance with instructions outlined in the Financial Policies and Procedures Chapter of the War Services Handbook.

**Over-all Salary Expense (Ov.).** Time shall be charged to this category by administrative officers of the county welfare department and other employees whose duties are of a general nature and whose working time cannot be segregated among individual programs.

**Extraneous Activities (Ex.).** Time shall be charged to this activity when it is spent on a category which is not a welfare program or which does not come under the jurisdiction of the county welfare department. If an employee regularly devotes a portion of his time to welfare duties and a portion to extraneous activity, such as work in the county auditor's or treasurer's office, and his salary is paid from the various budgets according to an arbitrarily fixed ratio, the maintenance of a time record by such an employee serves as a test of the ratio used and assists the county in appraising the method of apportionment. (See Sec. 645-20, Expenditures for Personal Services.)

**Other Combinations (O.C.).** Time shall be charged to this category by employees who work on a special combination of programs when the component programs are integrated in the work of the employee to the extent that it is not possible for him to segregate his time among individual programs. The employee charges his time under this caption, specifying the programs involved, such as Ag, Bl-el; Ag, CA-inel; Ag, GR, CA-el, etc.

A more detailed breakdown of any or all welfare programs may be made by a county if administratively desirable, but the foregoing segregation is the minimum necessary for proper claiming of Federal participation.

**Travel Time (Tr.).** Time charged here includes all time spent enroute to or from a destination in furtherance of official duties and does not include time spent *at* destination.

**Other Non-Allocable Time (NA).** This category includes such time as cannot be identified with any activity or program, such as time in attendance at a conference of a general nature where the employee does not actively participate on behalf of any particular program.

**Vacation.** Time shall be charged to this item during period of vacation granted in accordance with merit system rules and regulations as set forth in Chapter 070-00, Welfare Personnel Standards.

**Sick Leave.** Time shall be charged to this item during periods of sick leave granted in accordance with merit system rules and regulations as set forth in Chapter 070-00.

**Other Time Off.** Time shall be charged to this item when absence of employee is not chargeable to Vacation or Sick Leave and is due to holidays or other leave with pay granted in accordance with merit system rules and regulations as set forth in Chapter 070-00.



**646-30 Sec. 646-30 Expenditures for Taxes**

W&amp;IC Secs. 1553, 2187, 3087

OAS; ANB; ANC

Under the provisions of the Federal Revenue Code of 1939, county agencies administering public assistance are not required to pay Federal taxes on telephone, telegram, cable and radio messages, electrical energy, automobiles, tires, inner tubes, gasoline, motor oil and automobile parts. Therefore, funds granted for administrative expense may not be used to pay such taxes or to match county funds so expended.

Claim shall not be made for gallonage taxes paid on gasoline or motor oil purchased by county welfare department or for any State and local taxes other than State sales tax paid by county welfare department. Such taxes shall be paid from funds other than those used as county's participation in shared expenses of public assistance administration. (See Sec. 646-80, Forms Used in Administrative Expense Claims, for instructions regarding recording of this information.) This restriction does not apply to participation in reimbursement to county welfare department employees to the full extent of expenses for travel or subsistence even though State and local taxes are included in such expenses.

**646-50 Sec. 646-50 Reporting of Cost of Administration**

W&amp;IC Secs. 1553, 2187, 3087

OAS; ANB; ANC

Reporting of administrative expenditures should be effected by the cash flow method; that is, upon the basis of bills paid during the month irrespective of the month to which the particular expense is applicable. Reporting of expenditures based upon budget encumbrance or obligations incurred is not preferred for the purpose of claiming reimbursement in the public assistance programs inasmuch as these systems do not show actual expenditures.

When a county makes a change from one basis to another in the reporting of its expenditures, there shall be no duplication in the claims for matching any item of expense.

**646-60 Sec. 646-60 Abatements from Self-Supporting Activities**

W&amp;IC Secs. 1553, 2187, 3087

OAS; ANB; ANC

When a county claims for costs of administration of any activity which is either wholly or partially self-supporting, revenue received from the activity shall be reported to the SDSW as an abatement of expenses applicable to such activity. Any form of abatement, such as rebates, refunds, merchandise returns, etc., shall be reported in the following manner:

The county reports the total amount of the payment to be applied to each month and the programs to be credited, the SDSW makes allocation of costs and adjusts the net amounts on administrative claims for the current month.

**Sec. 646-00 Expenditures for Fixed Assets**

W&amp;IC Secs. 1553, 2187, 3087

646-00

OAS; ANB; ANC

Participation may be claimed for expenditures incurred for ordinary current administrative operations. Except where specific requests are approved in advance by SDSW, participation is not available for expenditures made for land, buildings, appurtenances thereto, or for major repairs and alterations.

If a county wishes to acquire its own land and buildings for the county welfare department, there may be participation in such expenditure, provided that such expenditure is approved in advance. The total cost of such land and building will not be shared during any one fiscal year but any reasonable amortization plan will be considered, or a quarterly or annual payment in lieu of rent.

**Sec. 646-10 Expenditures for Repairs and Alterations**

W&amp;IC Secs. 1553, 2187, 3087

646-10

OAS; ANB; ANC

Whenever practicable, a lease should specify that repairs and alterations to premises privately owned will be borne by the lessor. Removable improvements, unless made at the lessor's expense, should remain the property of the county.

When the total expenditure for repairs and alterations to space and premises occupied by office of county welfare department does not exceed ten per cent of the annual rental of the office for any fiscal year (beginning July 1 and ending June 30), prior approval is not necessary even though such repairs and alterations are made during one quarterly period. When space for office is secured rent free, county welfare department should estimate the fair annual rental value of such premises and forward this estimate, with the factors considered in determining it, to SDSW. (See Sec. 646-20, Expenditures for Rent of County Offices.)

When cost of repairs and alterations of space in any premises occupied by office of county welfare department exceeds the limitation previously mentioned and the repairs and alterations are to be made at lessee's expense, Request for Approval of Expenditures for Repairs and Alterations (Form DFA 117) should be submitted in advance to the SDSW in quadruplicate. Information requested on Form DFA 117 should be completed with any supplementary data necessary to qualify the answers. (See Form DFA 117 in Sec. 646-99, Administrative Expense Forms.)

**Sec. 646-20 Expenditures for Rent of County Offices**

W&amp;IC Secs. 1553, 2187, 3087

646-20

OAS; ANB; ANC

In general county welfare department may claim for rent of its offices where an actual expenditure has been made from funds appropriated to, earmarked for, or allotted to and expendable by the county welfare department. When county welfare department secures its office space rent free, a charge for rent shall not be included in its administrative expense claim.

Funds for administrative expense are available for rent paid under the following specific circumstances:

1. County welfare department makes a payment for space occupied directly to the lessor or his agent;
2. Space is rented by the county and all or part of such space is occupied by the county welfare department;
3. A building is owned by the county and all or part of such building is occupied by the county welfare department, if a charge is actually made for the space occupied and if it is the general fiscal practice for county to charge rental to all county agencies occupying similar premises.



**646-80 Sec. 646-80 Forms Used in Administrative Expense Claims**  
OAS; ANB; ANC

W&amp;IC Secs. 1553, 2186, 3087

Monthly administrative expense claims consist of the following forms:

1. **Administrative Expense Affidavit** (Forms Ag, Bl, CA 807), in duplicate, on which county officers attest to the amount of participation due for administrative expenses. (See Forms Ag, Bl, CA 807, in Sec. 646-99, Administrative Expense Forms.)

2. **Administrative Expense Worksheet**—Salaries and Wages (Form DFA 64), in triplicate, which shows allocation of expenditures based on Monthly Time Report (Form DFA 43), for salaries and wages paid full and/or part time employees. (See Form DFA 64 in Sec. 646-99, Administrative Expense Forms.)

Column 2. **Name and Classification title of each employee**—list the name as it appears on county pay roll records and the abbreviated classification title of each employee. Abbreviations used shall be those shown in Glossary—Merit System Classification Abbreviations.

Column 3. **Period covered**—show the month for which each expenditure is applicable.

Column 4. **Gross total expenditures** and Column 6, **Total allocable expenditures**—list actual compensation received as salary or wage. Do not include moneys received for travel or other expenses.

3. **Summary of County Employees Paid Less Than Full Time Monthly Salary** (Form DFA 64-B) in triplicate, which lists all persons employed for less than one full month and shows the dates employed, the total number of days paid, the regular rate for one full month's employment and the amount of warrant issued. When no employees listed on Form DFA 64 were paid for less than one full month, it is not necessary to submit Form DFA 64-B. (See Sec. 645-50, Computing Less Than Full Monthly Salary.) (See Form DFA 64-B in Sec. 646-99, Administrative Expense Forms.)

4. **Administrative Expense Worksheet**—Maintenance and Operation and Capital Outlay (Form DFA 64-A), in triplicate, which shows allocation of such expenditures based on results of time recording. (See Form DFA 64-A in Sec. 646-99.)

Column 2. **Object of expenditure**—this column should contain a breakdown of all expenditures listed in county welfare department ledgers and budgets. The individual headings should be used when further itemized accounts are kept by county welfare department.

Column 3. **Gross total expenditures**—enter total cost of all items, including taxes, in this column.

Column 4. **Less extraneous expenditures**—enter amount of taxes, other than State sales tax or expenditures for use of other than the county welfare department, in this column.

Column 5. **Total allocable expenditures**—enter net cost of items, this will be the remainder of gross cost (column 3) less extraneous expenditures (column 4).

5. **Administrative Expense Schedule** (Form DFA 147), in sextuplicate, which shows the total actual expenditures for the month. (For definitions of terms used on Form DFA 147, see Glossary.) (See Form DFA 147 in Sec. 646-99.)

Claims for administrative expense shall be submitted immediately after close of each month. A separate claim shall be submitted for each calendar month. (See Secs. 601-00, Quarterly Estimates of Expenditures for Aid and Administration, 601-10, Quarterly Adjustment of Funds, 628-10, State Audit of Aid Claims, 628-20, Aid Claim Correction.)

**Sec. 646-70 Rules for Allocating Administrative Expense**  
OAS; ANB; ANC

W&amp;IC Secs. 1553, 2187, 3087

646-70

In determining the proper program to be charged with an expenditure, consideration is given either to the program to which the benefits of the expenditure accrue or to the program necessitating the expense, whichever gives the most logical and equitable relationship between program and expense. All factors are considered and as much expense as possible identified with the individual program, thus insuring the soundest basis for apportionment of joint and over-all charges. Expenditures incurred on behalf of War Services should be charged in accordance with instructions outlined in the Financial Policies and Procedures Chapter of the War Services Handbook. The following rules govern the allocation of administrative expenses:

1. Salary of an employee working full time on a specific program is charged to that program.  
Example: A public assistance worker is assigned to the ANC-el program and works full time on that program. His salary would be charged directly to the ANC-el (CA-el) program.
2. Salary of employee working on two or more programs, excluding supervisors and assistants whose time cannot readily be allocated as direct charges, is apportioned to programs on the basis of the number of man-hours worked on each program, as shown by time reports maintained by the employee.  
Example: A clerk in the county office records 100 productive hours of work during a month, 75 hours on ANC-el and 25 hours on ANB-inel. Therefore, 75/100ths of the employee's salary for that month is charged to the ANC-el program and 25/100ths to the ANB-inel program.
3. Salary of employee who works on two or more but not all programs, whose time cannot be readily allocated and who is not included under 2, above, is apportioned as joint salary expense to the programs involved in the ratio that it bears to the total salary cost allocable to each program under 1 and 2, above.  
Example: A public assistance supervisor, Grade 1, supervises public assistance workers assigned to OAS, ANB-el and ANC-el. The portion of the supervisor's salary to be charged to the OAS program will bear the same ratio to her total salary as total salary cost allocated to the OAS program bears to the total salary costs allocated to the OAS, ANB-el and ANC-el programs.
4. Salary of employee performing duties where none of his working time, or a negligible portion thereof, is identifiable with specific programs, is apportioned as over-all expenses in the ratio that the total salary cost of each program bears to the total salary cost of all programs, as ascertained under 1, 2 and 3, above.  
Example: An accountant handles the accounting for all activities of the county welfare department. The portion of his salary charged to the OAS program bears the same ratio to his total salary that the total salary cost of the OAS program (excluding over-all salaries) bears to the total salary cost of all programs (excluding over-all salaries), etc.

The rate tables described in Sec. 627-40, Partial Month Claims, may be used in determining the amount of salary due an employee for periods of less than one month when such employee is not on per diem basis.

Expenditures for maintenance and operation or capital outlay are apportioned as follows:

5. When identifiable with a specific program, charge to that program.  
Example: The cost of a supply of GR (formerly IN) forms, for use in the county office, is charged directly to the GR program.
6. When not readily allocable and not included under 5, and applicable to two or more but not all programs, charge as joint expense in the ratio that the total salary cost of each program involved bears to the total salary cost of all programs involved.  
Example: A typewriter is purchased for use on OAS and GR (formerly IN) programs. The portion of the expenditure charged to the OAS program bears the same ratio to the total expenditure that the total of the salaries and wages allocated to the OAS program bears to the total of all salaries and wages of the OAS and GR programs, etc.
7. When not identifiable with specific programs, apportion as over-all expenses in the ratio that the total salary cost of each program bears to the total salary cost of all programs.  
Example: A typewriter is purchased for general use and no portion of the cost is, therefore, assignable to any specific program or activity. The portion of the expenditure charged to the OAS program bears the same ratio to the total expenditure that the total salary cost of the OAS program bears to the total salary cost of all programs, etc.



## FORM DFA 64 (Revised)—April, 1942

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE(To Accompany Administrative Expense  
Affidavits and Schedule)ADMINISTRATIVE EXPENSE WORKSHEET FOR ALLOCATION  
OF EXPENDITURES BASED ON RESULTS OF TIME RECORDING

FOR SALARIES AND WAGES ONLY

Forward Three Copies to the  
State Department of Social Welfare  
Sacramento, CaliforniaCOUNTY OF XX  
MONTH OF January 1943

FORM DFA 64

(A) IF PERIOD COVERED IS LESS THAN FULL MONTH, FORM DFA-64B SHOULD ALSO BE COMPLETED AND ATTACHED.  
(B) SPECIFY JOINT COMBINATIONS AND AMOUNTS IN COLUMN 14.

1		2		3	4	5	6	7	8		9		10		11	12	13	14	15
Warrant		Name and Classification Title of Each Employee (See reverse side for instructions)		Period Covered Salaries & Wages Only (A)	Gross Total Expenditures	Less Extra- neous Ex- penditures	Total Allocable Expenditures	Old Age Security	AID TO NEEDY BLIND		AID TO NEEDY CHILDREN		Indigent	Other Welfare Programs	Joint Expenditures (B)	Over-All Expenditures			
Date	Number								Eligible	Ineligible	Eligible	Ineligible							
2/1/43	2500	Morgan, Francis	CWD III	1943 January	\$ 220.00	\$ 5.00	\$ 215.00	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$215.00		
"	1	Bonner, Bertha	PAS I	"	170.00	--	170.00	--	--	--	--	--	--	--	(7 thru 11) 170.00	--			
"	2	Scott, John	PAW II	"	130.00	10.00	120.00	67.00	6.00	1.00	17.00	7.00	3.00	11.00	--	8.00			
"	3	Williams, Irene	PAW I	"	115.16	--	115.16	115.16	--	--	--	--	--	--	--	--			
"	4	Simmons, Suzie	PAW I	"	110.00	--	110.00	32.00	10.00	2.00	20.00	4.00	20.00	6.00	(7,8,10&11) 6.00	10.00			
"	5	Clark, Della	CWSW	"	160.00	--	160.00	2.00	--	--	10.00	3.00	13.00	132.00	--	--			
"	6	Davis, Nancy	Recpt	"	110.00	--	110.00	--	--	--	--	--	--	--	--	110.00			
"	7	Miller, Marjorie	Sr St Clk	"	120.00	--	120.00	30.00	5.00	.40	20.00	1.86	--	16.00	(10,11&12) 7.74	39.00			
"	8	Dolan, Perry	Sr Bk Clk	"	140.00	--	140.00	--	--	--	--	--	--	--	--	140.00			
"	9	Akers, Elsie	Jr Clk	1/4-1/31	72.26	--	72.26	28.00	2.00	.50	17.00	2.50	9.00	1.26	--	12.00			
"	10	Cole, Edna	Jr Typ Clk	1/11-1/31	60.97	--	60.97	26.00	3.00	--	7.00	3.00	11.97	10.00	--	--			
"	11	Martin, Harry	Truck Driver	January	100.00	15.00	85.00	--	--	--	--	--	85.00	--	--	--			
"	12	Murphy, Helen	Jr Soc Wkr	"	120.00	5.00	115.00	--	--	--	--	--	115.00	--	--	--			
"	2513	Kelly, Robert	Commissary Clk	"	50.00	--	50.00	--	--	--	--	--	50.00	--	--	--			
TOTAL DIRECT AND ALLOCATED SALARIES & WAGES (excluding Joint and Over-All)					1,678.39	35.00	1,643.39	300.16	26.00	3.90	91.00	21.36	306.97	176.26	183.74	534.00			
ALLOCATION OF JOINT SALARIES & WAGES								115.33	9.99	1.50	34.97	8.21	--	--	- 170.00	--			
								4.11	.36	--	1.24	.29	--	--	- 6.00	--			
								--	--	--	1.68	.40	5.66	--	- 7.74	--			
TOTAL DIRECT, ALLOCATED & JOINT SALARIES & WAGES (excluding Over-All)					1,678.39	35.00	1,643.39	419.60	36.35	5.40	128.89	30.26	312.63	176.26	--	534.00			
ALLOCATION OF OVER-ALL SALARIES & WAGES								201.97	17.50	2.60	62.04	14.57	150.48	84.84	--	- 534.00			
TOTAL OF ALL SALARIES & WAGES					1,678.39	35.00	1,643.39	621.57	53.85	8.00	190.93	44.83	463.11	261.10	--	--			

## INSTRUCTIONS

The Name of Each Employee as Shown on Form DFA 64 &amp; DFA 64-B should correspond with the Name as Shown on the County Payroll Records.

The State Department of Social Welfare must be notified of changes of Name Due to Marriage, Divorce, etc.

TO CONSERVE TIME, THE FOLLOWING ABBREVIATIONS FOR CLASSIFICATION TITLES SHOULD BE USED.

CWD I, II, III, IV or V  
PAS I, II, or III  
PAW I or II  
CWS  
Pr & Res Inv  
Jr Clk  
Sr Clk  
Chief Clk  
Jr Typ Clk  
Sr Typ Clk  
Jr St Clk  
Sr St Clk  
Jr Bk Clk  
Sr Bk Clk  
Chief Bk Clk  
Ad & Gr Op  
Recpt  
JntrCounty Welfare Director  
Public Assistance Supervisor  
Public Assistance Worker  
Child Welfare Services Worker  
Property & Resources Investigator  
Junior Clerk  
Senior " "  
Chief " "  
Junior Typist Clerk  
Senior " "  
Junior Steno " "  
Senior " "  
Junior Bookkeeper Clerk  
Senior " "  
Chief " "  
Addressograph and Graphotype Operator  
Receptionist  
Janitor

FORM DFA 64 (Reverse)

W&amp;IC Secs. 1553, 2186, 3087

FORM DFA 42 (Revised)—August, 1942

FORM DFA 42

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE

STATE OF CALIFORNIA

County Employee's Individual  
Daily Time Record

COUNTY XX

Employee's Individual Daily Time Record

Name Suzie SimmonsDivision Public AssistanceTitle PAW IDate January 13, 1943

(Read instructions carefully before filling out this form)

WORK PERFORMED PROGRAM <sup>1</sup> (1)	TIME WORKED <sup>2</sup>		ELAPSED TIME (Difference Between Columns 2 and 3) MINUTES (4)	REMARKS (5)
	COMMENCED (2)	FINISHED (3)		
<u>In</u>	9:00	9:30	30	<u>Interview</u>
<u>CA-Incl</u>	9:30	10:00	30	<u>Dictation</u>
<u>Ev</u>	10:00	12:00	120	<u>Manual review</u>
<u>Ag</u>	1:00	1:50	50	<u>Case reviews</u>
<u>Bl-Incl</u>	1:50	2:00	10	<u>Telephone call</u>
<u>CA-El</u>	2:00	3:30	90	<u>Case reviews</u>
<u>Bl-El</u>	3:30	4:00	30	<u>Case reviews</u>
<u>Bl-Incl</u>	4:00	4:20	20	<u>Dictation re phone calls</u>
<u>Indigent</u>	4:20	4:30	10	<u>Telephone call—commissary</u>
<u>Ev</u>	4:30	5:00	30	<u>Believe receptionist</u>
			420	<u>(7 hours in the office)</u>
<u>Apcap.</u>				
<u>Agd</u>	1 hr			
<u>Bl-El</u>	1/2 "			
<u>Bl-Incl</u>	1/2 "			
<u>CA-El</u>	1 1/2 "			
<u>CA-Incl</u>	1/2 "			
<u>Indigent</u>	1/2 "			
<u>Over-all</u>	2 1/2 "			
			7 hrs	

<sup>1</sup> Use the following abbreviations for programs: An (Old Age Security); Bl-El (Aid to Needy Blind—Eligible to Federal Participation); Bl-Incl (Aid to Needy Blind—Ineligible to Federal Participation); CA-El (Aid to Needy Children—Eligible to Federal Participation); CA-Incl (Aid to Needy Children—Ineligible to Federal Participation); In (Indigent Aid); OWP (Other Welfare Programs); Ex (Extraneous); Ov (Over-All); OC (Other Combination-Joint); NA (Non-Allocable); Tr (Travel).

<sup>2</sup> Record time to nearest five minutes.

FORM DFA 43 (Revised)—December, 1942

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE

COUNTY EMPLOYEE'S MONTHLY TIME RECORD

COUNTY OF XX

FORM DFA 43

I HEREBY CERTIFY That this is a true and accurate report of my time record as indicated.

(SIGNATURE OF EMPLOYEE) Suzie Simmons

Certificate of Supervisor  
I HEREBY CERTIFY The employees daily time records have been examined and that, to the best of my knowledge and belief, this time record is true and correct.

(SIGNATURE OF SUPERVISOR) Bertha Bonner

Name Suzie Simmons Location District One

Unit Public Assistance Title PAW I Monthly salary \$112.00

(Salaries only—Do not include travel or other expense)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL HOURS	PER. CENT	SALARY COST TO PROGRAM	
I. Program																																			
(A) Aged aid					3	1	3	1	2		2	3	1	4	2		5	2	1	1	2	1/2		1/2	2	1	1	1	1	1	4	28.6	31.46		
(B) Blind aid—eligible					3	1/2	1				1	2	1/2									2									13	9.1	10.01		
(C) Blind aid—ineligible							1/2					1/2									1/2										3	2.1	2.31		
(D) Children's aid—eligible				5			1				1	1/2		1			2	2	1	1	2		2	1	2 1/2	2	1				26	18.2	20.02		
(E) Children's aid—ineligible					1	2						1/2					1					1/2									5	3.5	3.85		
(F) Indigent aid					2		1				1	1/2						3 1/2	3	2	1/2		2	2	1 1/2	2	4	1			26	18.2	20.02		
(G) Other welfare programs						2								2				1		1			1				1				8	5.6	6.16		
(H) Over-all salary expense						1	3				1	1 1/2	2 1/2					1								1	1	1			13	9.1	10.01		
(I) Extraneous activities																																			
(J) Other such combinations not directly applicable above (specify):																																			
<u>Ag, Bl-el, CA-el, CA-incl</u>					1		1				1			1			1			1				1		1					8	5.6	6.16		
II. Total allocable time	-	-	-	5	7	7	7	7	3	-	7	7	7	-	7	3	-	7	7	7	7	3	-	7	7	7	7	7	3	-	143	100%	\$110.00		
III. Travel time					2																											2			
IV. Other non-allocable time (Conferences, etc.)																																			
V. Vacation (Days 1/2 )				3																												3			
VI. Sick leave (Days 1 )																																			
VII. Other time off (Days 8 1/2 )	7	4	7								4	7				4	7					4	7						4	7	62	-	-		
VIII. Total time (Items II-III-IV-V-VI-VII)	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	217	-	-		

In order to find percentage of time by programs and the salary cost applicable to each program either of two methods may be followed:

Method 1  
Total Hours (for each program) = Percentage of Allocable Time  
Total Hours Allocable Time = Devoted to Each Program  
Per Cent Time for Each Program × Monthly Salary Earned = Salary Cost (for each program)

Method 2  
Total Hours (for each program) Monthly  
Total Hours Allocable Time × Salary = Salary Cost (for each program)  
Earned

Verified by E. Akers  
Posted by P. Nolan

\* All such combinations must be keyed so that proper distribution between programs may be made. (For example: An, Bl-El; Ag, OWP, CA-Incl; CA-El, Bl-El.)  
Record time on this form to nearest half-hour as summarized from Daily Time Records, Form DFA-42.  
\*\* Approximate Saturday afternoons, Sundays and holidays



## FORM DFA 117—January, 1941

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFAREDivision of Financial Administration  
Approval for Repairs and Alterations

REQUEST FOR APPROVAL OF EXPENDITURES FOR REPAIRS AND ALTERATIONS

County of XXName of Department Public WelfareApproval is Requested for Expenditures for Repairs and Alterations to the Space in the Premises Occupied by the Office of the County Welfare Agency at the Address Listed Below, Which Will Exceed A Total of 10 Per Cent of The Annual Rental of Such Space for the Yearly Period Beginning July 1, 1942 And Ending July 1, 1943

Address Of Office (Address of County Welfare Department)	Floor Number First Floor
Duration of Lease From <u>July 1, 1942</u> To <u>July 1, 1944</u>	Option of Renewal Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Name of Lessor <u>Jones &amp; Co., Real Estate</u>	Square Feet of Premises <u>1,500</u>
Address of Lessor <u>651 Main Street, City, State</u>	Proposed Cost of Alterations and Repairs: <u>\$ 450.00</u>
The Following Is a Description of the Alterations or Repairs to Be Made and a Statement of Their Purpose: (Please Give Complete Description)  <u>Install fluorescent lighting throughout offices and reception hall. Copy of plans and specifications attached.</u>	Monthly Rental: <u>\$ 50.00</u>
	Does Lease Contain Any Provision Regarding Repairs and Alterations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If Answer is "Yes" Please Attach Excerpt of That Section of Lease Which Deals With Such Repairs and Alterations.
	The Repairs and Alterations Are of A Permanent Nature Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	The Repairs and Alterations Are Removable Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	The Repairs and Alterations Will Remain the Property of the County Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

\*Copy of lease attached

## CERTIFICATION

I Hereby Certify That To The Best of My Knowledge the Above Statements and Information Are True and Correct.

Signature of County Officer: Francis MorganTitle: County Welfare DirectorDate: January 12, 1943.

## DO NOT WRITE IN THIS SPACE

RECOMMENDATION OF STATE DEPARTMENT OF SOCIAL WELFARE	ACTION OF SOCIAL SECURITY BOARD
Recommendation is hereby made by the State Department of Social Welfare that This Request Be _____	The Request is Hereby _____ By the Social Security Board for Repairs and Alterations as Described Herein
Signed: _____	Signed: _____
Title: _____	Title: _____
Date: _____	Date: _____

SUBMIT 4 COPIES OF THIS FORM TO THE STATE DEPARTMENT OF SOCIAL WELFARE  
(See Reverse Side For Instructions)  
(Also Refer to Manual Sec. 646-10)

FORM DFA 117

FEDERAL MATCHING OF EXPENDITURES  
MADE FOR REPAIRS AND ALTERATIONS

If the total expenditures for repairs and alterations to the space and premises occupied by a County Welfare Agency will not exceed for any fiscal year (beginning July 1 and ending June 30) 10% of the annual rental of the office concerned, no prior approval of the Social Security Board will be necessary to receive Federal matching of the proposed expenditure even though such repairs and alterations are made during one quarterly period.

In the event that space for the offices is secured rent free the County Welfare Agency should estimate the fair annual rental value of such premises and the factors considered in determining the basis for arriving at the fair rental value should be forwarded to the State Department of Social Welfare.

The State Department of Social Welfare will, in collaboration with the Regional office of the Social Security Board, review the data submitted by the County Welfare Agency as to reasonableness. If the cost of repairs and alterations of the space in any premises occupied by a County Welfare Agency will exceed the limitations previously mentioned and the repairs and alterations are to be made at the expense of the lessee the information required on this form should be submitted to the State Department of Social Welfare prior to making such expenditures. The State Department of Social Welfare will forward this information to the Social Security Board through the Regional office for consideration and approval.

The Public Assistance Representative of the Social Security Board will make recommendations to the Washington office as to whether repairs and alterations are necessary and whether the amount specified appears to be reasonable.

Removable improvements unless made at the lessor's expense should remain the property of the County Welfare Agency. Whenever practical the lease should specify that repairs and alterations to premises privately owned should be borne by the lessor.

Forward four copies of this form to the State Department of Social Welfare, Sacramento. Do not omit any information from the form and submit any supplementary data necessary to qualify the answers given on the form.

After action by the State Department of Social Welfare and the Social Security Board, one copy of the form with action thereon will be returned to the county.

FORM DFA 117 (Reverse)

FORM DFA 64A (Revised)—  
(Effective July 1, 1941)STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE(To Accompany Administrative Expense  
Affidavits and Schedule)

(A) Specify Joint Combinations and Amounts in Column 15.

Administrative Expense Worksheets for Allocation  
of Expenditures Based on Results of Time Recording  
FOR MAINTENANCE AND OPERATION AND CAPITAL OUTLAY

## FORM DFA 64A

Forward Three Copies to the  
STATE DEPARTMENT OF SOCIAL WELFARE  
Sacramento, CaliforniaCOUNTY OF XX  
MONTH OF JANUARY, 1942

Grand Total All Salaries and Wages Carried Forward From DFA 64														
			\$1,678.29	\$25.00	\$1,643.29	\$621.57	\$55.85	\$8.00	\$190.95	\$44.85	\$465.11	\$261.10		
Warrant			5	6	7	8	9	10	11	12	13	14		
Date	Number	Object of Expenditure MAINTENANCE AND OPERATION*	Gross Total Expenditures	Less Extrane- ous Expendi- tures	Total Alloca- ble Expendi- tures	Old Age Security	Aid to Needy Blind		Aid to Needy Children		Indigent	Other Welfare Programs	(A) Joint Expenditures	Over-All Expenditures
							Eligible	Ineligible	Eligible	Ineligible				
2/1/43	2825	Stationery & Supplies												
"	26	Bureau of Purchases - Aged forms	1.20	--	1.20	1.20	--	--	--	--	--	--	--	--
"	27	Jones Stationery Co. - misc. supplies	4.00	--	4.00	--	--	--	--	--	--	--	--	4.00
"	27	Grant Elec. Co. - globes, Commissary	.67	--	.67	--	--	--	--	--	--	--	--	--
"	28	Sears, Roebuck Co. - saw, Wood Project	5.25	--	5.25	--	--	--	--	--	5.25	--	--	--
"	29	Communications												
"	30	Pac. Tele. & Tele. Co. - telephone	12.00	--	12.00	--	--	--	--	--	--	--	(6 thru 10)	12.00
"	30	Western Union - telegram	1.60	--	1.60	--	--	--	--	--	--	--	1.60	--
"	31	Travel												
"	32	Williams, Irene - mileage	7.90	--	7.90	7.90	--	--	--	--	--	--	--	--
"	32	Morgan, Francis - hotel, meals	15.00	--	15.00	--	--	--	--	--	--	--	--	15.00
"	33	Rent												
"	33	Jones & Co. Real Estate - rent	50.00	--	50.00	--	--	--	--	--	--	--	--	50.00
"	34	Auto Service and Repairs												
"	35	Ford Motor Co. - lubrication, Ford Cpe.	1.25	--	1.25	--	--	--	--	--	--	--	--	1.25
"	35	Maxwell Auto Co. - repair truck	2.50	--	2.50	--	--	--	--	--	2.50	--	--	--
"	36	Examinations - Blind Aid												
"	36	Dr. F. M. Miller - eye examination	5.00	--	5.00	--	5.00	--	--	--	--	--	--	--
		Total Maintenance and Operation (Before Allocation of Joint and Over-All expense)	104.47	--	104.47	9.10	5.00	--	--	--	6.52	--	1.60	82.25
		Allocation of Joint M & O				1.08	.09	.02	.35	.08	--	--	- 1.60	--
		Allocation of Over-All M & O				21.11	2.70	.40	9.55	2.24	22.18	12.07	--	- 82.25
		Total Maintenance and Operation (After Allocation of Joint and Over-All expense)	104.47	--	104.47	41.29	7.79	.42	9.88	2.32	29.70	13.07	--	--
		CAPITAL OUTLAYS												
2/1/43	2837	Montgomery Ward Co. - oil heater	14.16	--	14.16	--	--	--	--	--	--	--	--	14.16
		Total Capital Outlay (Before Allocation)	14.16	--	14.16	--	--	--	--	--	--	--	--	14.16
		Allocation of Over-All C. O.				5.25	.46	.07	1.65	.39	3.99	2.25	--	- 14.16
		Total Capital Outlay (After Allocation)	14.16	--	14.16	5.25	.46	.07	1.65	.39	3.99	2.25	--	--
		Grand Total of Salaries & Wages, Maintenance & Operation and Capital Outlay Chargeable to each Program	\$1,797.02	\$25.00	\$1,762.02	\$668.21	\$62.10	\$8.49	\$202.46	\$47.54	\$496.80	\$276.42	--	--

## FORM DFA 64B—April, 1942

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE

(To Accompany Forms DFA 64 and DFA 64A)

SUMMARY OF COUNTY EMPLOYEES PAID LESS THAN FULL TIME MONTHLY SALARY

(To be used by all counties, except Los Angeles, San Francisco,  
Sacramento, Santa Clara, Alameda and San Diego)

## FORM DFA 64B

Forward Three Copies to the  
State Department of Social Welfare  
Sacramento, CaliforniaCOUNTY OF XX  
MONTH OF JANUARY, 1942

Warrant		2		3		4	5	6	7
Date		Name and Classification Title of Each Employee (See Reverse Side of Form DFA 64)		Dates Employed		Total No. Days Paid	Rate For Full Month	Amount of Warrant	Remarks
2/1/43	2505	Williams, Irene	PAW I	1/1/43	1/15/43	15 days	\$110.00	\$115.16	Salary increase, effective 1/16/43.
"	2509	Akers, Elsie	JR CLK	1/16/43	1/31/43	16 days	120.00		
"	2510	Cole, Edna	JR TYP CLK	1/4/43	1/31/43	28 days	80.00	72.26	New employee, appointment effective 1/4/43.
				1/11/43	1/31/43	21 days	90.00	60.97	Leave of absence expired 1/10/43.



FORM BL 807 (Formerly BL 48 DFA)—  
Revised April, 1942STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFAREBlind Administrative Expense Affidavit  
to Accompany Monthly Administrative  
Expense Schedule and WorksheetsForward Two Copies to the  
STATE DEPARTMENT OF SOCIAL WELFARE  
Sacramento, CaliforniaDo Not Write in  
This Space

STATE OF CALIFORNIA

From XX County

ADMINISTRATIVE EXPENSE AFFIDAVIT

FOR BLIND PERSONS ELIGIBLE UNDER AID TO NEEDY BLIND LAW

For Month of January, 1943 FISCAL YEAR  
(For State Use Only)

AMOUNT DUE FROM FEDERAL FUNDS FOR ADMINISTRATION OF AID TO NEEDY BLIND

1. Total Administrative Expense Incurred For All Blind Persons Under the Aid to Needy Blind Law for the Month (Total Cols. III & IV, Form DFA 147) . . . . . \$ 70.59
2. Less: Administrative Expense Incurred for Blind Persons Ineligible to Federal Aid (Total Col. IV, Form DFA 147) . . . . . \$ 8.49
3. Total Administrative Expense Incurred for Blind Persons Eligible to Federal Aid (Item 1 Minus Item 2 Above) (Same as Total Col. III, Form DFA 147) . . . . . \$ 62.10
4. Total Amount Due From Federal Funds for Administrative Expense For Aid to Needy Blind (1/2 of Item 3 Above) . . . . . \$ 31.05

FOR STATE USE ONLY

5. Federal Share of Adjustments for Administrative Expense for Blind Persons Eligible to Federal Participation (This Item for State Use Only) . . . . . \$
6. Adjusted Amount Due From Federal Funds for Administrative Expense for Aid to Needy Blind (Item 4 Plus or Minus Item 5) (This Item for State Use Only) . . . . . \$

STATE OF CALIFORNIA

County XX } ss.

Francis Morgan, BEING DULY SWORN, DEPOSES AND SAYS: That He is the County Official Responsible for the Administration of Aid to Needy Blind in and For the Said County; That All of the Provisions of Chapters I and 5 of Part I of Division V of the Welfare & Institutions Code, and Amendments Thereto, and Title X of the Social Security Act, and Amendments Thereto, Have Been Complied with to the Best of My Knowledge and Belief; that the Above Expenditures Were Incurred in Administering, or Were Allocated to, Such Program that with Regard to Expenditures for Salaries & Wages Included Herein All Employments and Rates are Correctly Shown and Are Based Upon Authorization in Compliance with the Requirements of the Rules for a Merit System of Personnel Administration of the State Public Assistance Program as Authorized in Division I, Chapter 1, Section 119.5 of the Welfare & Institutions Code, and Amendments Thereto.

SUBSCRIBED AND SWORN TO BEFORE ME THIS Sixth DAY February, 1943  
OF February, 1943  
TITLE Deputy County Clerk  
APPROVED Richard Boe  
CHAIRMAN, BOARD OF SUPERVISORS

I HEREBY CERTIFY, That Warrants have been Issued, or Funds Encumbered, to Provide Liquidation of Welfare Administrative Expenditures as Reflected by that Agency's Statement of Expenditures for the Month.

John Smith  
SIGNATURE OF COUNTY AUDITOR

Read This Affidavit Carefully

CREDIT VOUCHER CLAIM  
ADMINISTRATIVE EXPENSEFORM CA 807 (Formerly CA 54 DFA)—  
Revised April, 1942STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFAREChildren's Administrative Expense Affidavit  
To Accompany Monthly Administrative  
Expense Schedule and WorksheetsForward Two Copies to the  
STATE DEPARTMENT OF SOCIAL WELFARE  
Sacramento, CaliforniaDo Not Write in  
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STATE OF CALIFORNIA

From XX County

ADMINISTRATIVE EXPENSE AFFIDAVIT

FOR CHILDREN ELIGIBLE UNDER AID TO NEEDY CHILDREN LAW

For Month of January, 1943 FISCAL YEAR  
(For State Use Only)

AMOUNT DUE FROM FEDERAL FUNDS FOR ADMINISTRATION OF AID TO NEEDY CHILDREN

1. Total Administrative Expense Incurred For All Children's Cases Under the Aid to Needy Children Law for the Month (Total Cols. V & VI, Form DFA 147) . . . . . \$ 250.00
2. Less: Administrative Expense Incurred for Children's Cases Ineligible to Federal Aid (Total Col. VI, Form DFA 147) . . . . . \$ 47.54
3. Total Administrative Expense Incurred for Children's Cases Eligible to Federal Aid (Item 1 Minus Item 2 Above) (Same as Total Col. V, Form DFA 147) . . . . . \$ 202.46
4. Total Amount Due From Federal Funds for Administrative Expense For Aid to Needy Children (1/2 of Item 3 Above) . . . . . \$ 101.23

FOR STATE USE ONLY

5. Federal Share of Adjustments for Administrative Expense for Children's Cases Eligible to Federal Participation (This Item for State Use Only) . . . . . \$
6. Adjusted Amount Due From Federal Funds for Administrative Expense for Aid to Needy Children (Item 4 Plus or Minus Item 5) (This Item for State Use Only) . . . . . \$

STATE OF CALIFORNIA

COUNTY XX } ss.

Francis Morgan, BEING DULY SWORN, DEPOSES AND SAYS: That He is the County Official Responsible for the Administration of Aid to Needy Children in and For the Said County; That All of the Provisions of Chapter 1 of Part 2 of Division II of the Welfare & Institutions Code, and Amendments Thereto, and Title IV of the Social Security Act, and Amendments Thereto, Have Been Complied with to the Best of My Knowledge and Belief; that the Above Expenditures Were Incurred in Administering, or Were Allocated to, Such Program that with Regard to Expenditures for Salaries & Wages Included Herein All Employments and Rates are Correctly Shown and Are Based Upon Authorization in Compliance with the Requirements of the Rules for a Merit System of Personnel Administration of the State Public Assistance Program as Authorized in Division I, Chapter 1, Section 119.5 of the Welfare & Institutions Code, and Amendments Thereto.

SUBSCRIBED AND SWORN TO BEFORE ME THIS Sixth DAY February, 1943  
OF February, 1943  
TITLE Deputy County Clerk  
APPROVED Richard Boe  
CHAIRMAN, BOARD OF SUPERVISORS

I HEREBY CERTIFY, That Warrants have been Issued, or Funds Encumbered, to Provide Liquidation of Welfare Administrative Expenditures as Reflected by that Agency's Statement of Expenditures for the Month.

John Smith  
SIGNATURE OF COUNTY AUDITOR

Read This Affidavit Carefully

CREDIT VOUCHER CLAIM  
ADMINISTRATIVE EXPENSE

FORM CA 807

## FORM DFA 147—(Effective July 1, 1941)

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE(To Accompany Administrative Expense  
Affidavits Forms Ag, Bl, and CA 807,  
and Administrative Expense Worksheets,  
Forms DFA 64 and DFA 64A)Forward SIX Copies to the  
STATE DEPARTMENT OF SOCIAL WELFARE  
Sacramento, California

## ADMINISTRATIVE EXPENSE SCHEDULE

COUNTY OF XX  
MONTH OF January 1942

	SALARIES AND WAGES	MAINTENANCE AND OPERATION	CAPITAL OUTLAY	TOTAL
TOTAL GROSS EXPENDITURES	\$ 1,678.39	\$ 104.47	\$ 14.16	\$ 1,797.02
Less: EXTRANEEOUS EXPENDITURES	75.00	-0-	-0-	75.00
NET EXPENDITURES APPLICABLE TO WELFARE PROGRAMS	\$ 1,603.39	\$ 104.47	\$ 14.16	\$ 1,722.02

	NET WELFARE EXPENSE I	OLD AGE SECURITY II	AID TO NEEDY BLIND ELIGIBLE III	INELIGIBLE IV	AID TO NEEDY CHILDREN ELIGIBLE V	INELIGIBLE VI	INDIGENT VII	OTHER WELFARE PROGRAMS VIII
1. SALARIES AND WAGES	\$ 1,603.39	\$ 621.57	\$ 55.85	\$ 8.00	\$ 190.95	\$ 44.85	\$ 465.11	\$ 261.10
2. MAINTENANCE AND OPERATION A) DIRECT	20.62	9.10	5.00	-0-	-0-	-0-	6.52	-0-
B) CARRIED TO JOINT EXPENSES (ITEM 4)	1.60							
C) CARRIED TO OVER-ALL EXPENSES (ITEM 5)	82.25							
3. CAPITAL OUTLAY A) DIRECT								
B) CARRIED TO JOINT EXPENSES (ITEM 4)								
C) CARRIED TO OVER-ALL EXPENSES (ITEM 5)	14.16							
4. JOINT EXPENSES		1.08	.09	.02	.33	.08	-0-	-0-
5. OVER-ALL EXPENSES		36.46	3.16	.47	11.20	2.63	27.17	15.32
6. TOTAL	\$ 1,722.02	\$ 668.21	\$ 62.10	\$ 8.49	\$ 202.46	\$ 47.54	\$ 496.80	\$ 276.42

FORM DFA 147

## FORM AG 807 (Formerly AG 61 DFA)—

Revised April, 1942

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFAREAged Administrative Expense Affidavit  
To Accompany Monthly Administrative  
Expense Schedule and WorksheetsForward Two Copies to the  
STATE DEPARTMENT OF SOCIAL WELFARE  
Sacramento, California

STATE OF CALIFORNIA

From XX County

ADMINISTRATIVE EXPENSE AFFIDAVIT

For Aged Persons Eligible Under the Old Age Security Law

For Month of January, 1942 FISCAL YEAR  
(For State Use Only)Do Not Write In  
This Space

## AMOUNT DUE FROM FEDERAL FUNDS FOR ADMINISTRATION OF AID TO NEEDY AGED

1. Total Amount Due From Federal Funds For Aid, (Basis For  
Administrative Expense Claims) (Same as Item 6 on Aid  
Affidavit, Form AG 800) (Formerly AG 19-DFA) . . . . . \$ 11,810.002. Total Amount Paid By County For Adminis-  
tration of Old Age Security. (Do Not  
Include Old Age Aid Payments In This  
Item) (Total Col. II, Form DFA 147) . . . . . \$ 668.213. Total Amount Due From Federal Funds For Administrative  
Expense For Old Age Security. (Sum of Item 1 Above)  
(Must Not Exceed Item 2) . . . . . \$ 754.30

## FOR STATE USE ONLY

4. Federal Share of Adjustments for Administrative Expense  
For Aged Persons Eligible to Federal Participation.  
(This Item For State Use Only) . . . . . \$5. Adjusted Amount Due From Federal Funds for Administrative  
Expense For Old Age Security (Item 3 Plus Or Minus Item 4)  
(This Item For State Use Only) . . . . . \$

STATE OF CALIFORNIA

COUNTY XX } SS

Francis Morgan, BEING DULY SWORN, DEPOSES AND SAYS: That He is the County  
Official Responsible For the Administration of Old Age Security in and For the Said County; That all of the  
Provisions of Chapter I of Division III of the Welfare & Institutions Code, and Amendments Thereto, and Title I  
of the Social Security Act, and Amendments Thereto, Have Been Complied With to the Best of My Knowledge and  
Belief; That the Above Expenditures Were Incurred in Administering, or Were Allocated To, Such Programs That  
With Regard to Expenditures For Salaries & Wages Included Herein All Employments and Rates Are Correctly Shown  
and Are Based Upon Authorization in Compliance With the Requirements of the Rules For a Merit System of Personnel  
Administration of the State Public Assistance Program as Authorized in Division I, Chapter I, Section 119.5 of  
The Welfare & Institutions Code, and Amendments Thereto.

SUBSCRIBED AND SWORN TO BEFORE ME THIS 6 DAYOF February, 1942

Mary Jones

TITLE Deputy County Clerk

Francis Morgan

SIGNATURE OF WELFARE DIRECTOR OR OFFICIAL IN CHARGE

TITLE County Welfare DirectorAPPROVED Richard Roe

CHAIRMAN, BOARD OF SUPERVISORS

I HEREBY CERTIFY, That Warrants Have Been Issued, Or Funds Encumbered, To Provide Liquidation of Welfare  
Administrative Expenditures as Reflected by That Agency's Statement of Expenditures For the Month.

John Smith

SIGNATURE OF COUNTY AUDITOR

Read This Affidavit Carefully

CREDIT VOUCHER CLAIM  
ADMINISTRATIVE EXPENSE

FORM AG 807



672-50 **Sec. 672-50 DISTRIBUTION OF ADJUSTMENTS**

W&amp;IC Secs. 2024, 3007, 3406, 1504

OAS; ANB; APSB; ANC

Distribution of an adjustment is based on the ratio of participation in the amount of aid which forms the basis for the adjustment, i.e., the amount of aid received by an individual to which he was not legally entitled. All payments or portions of payments forming the basis for an adjustment shall be considered in determining the ratio of participation in the original payments. A portion of a public assistance payment may constitute the basis for an adjustment.

To determine the ratio of participation in an adjustment, the "claimed-less-should-have-claimed" method is followed, i.e., the amount of aid to which the recipient was legally entitled is subtracted from the actual grant. The following examples illustrate the method of apportioning an adjustment:

**Example A.** ANB in the amount of \$50 was paid to a recipient for a month during which he received \$15 from his father. The \$15 contribution was not disclosed at the time it was received, but the recipient later repays the overpayment in full. The adjustment is distributed as follows:

	Total	Federal Share	State Share	County Share
Actual Grant -----	\$50.00	\$20.00	\$15.00	\$15.00
Correct Grant -----	35.00	17.50	8.75	8.75
Distribution of Adjustment -----	\$15.00	\$2.50	\$6.25	\$6.25
Distribution Ratio -----	100%	16.66%	41.67%	41.67%

If, in this example, recipient had repaid the adjustment in installments, or had repaid only part of the total basis for the adjustment, the distribution ratio would have been the same for each installment or partial repayment.

**Example B:** OAS in the amount of \$35 a month was paid from January 1, 1939, to December 31, 1939, and in the amount of \$40 a month thereafter. It was later discovered that, due to undisclosed income, an overpayment of \$15 a month was made from March 1, 1939, to June 30, 1940. The recipient agreed to repay the amount of the adjustment, \$240, at the rate of \$10 a month.

As of January 1, 1942, \$90 has been repaid. This has been applied at the rate of \$15 a month to the months of March through August, 1939. For the purpose of distributing further repayments, the \$90 already repaid shall not be considered and the basis for the adjustment shall be the balance due, or \$150. This is therefore distributed as follows:

	Total	Federal Share	State Share	County Share
Actual Grant for Period 9/1/39 to 6/30/40 -----	\$380.00	\$180.00	\$100.00	\$100.00
Correct Grant for Above Period -----	230.00	115.00	57.50	57.50
Distribution of Adjustment -----	\$150.00	\$65.00	\$42.50	\$42.50
Distribution Ratio -----	100%	43.34%	28.33%	28.33%

Each \$10 payment made by the recipient after January 1, 1942, is distributed in accordance with the same ratio of participation.

**Sec. 671-50 ALLOCATION OF REPAYMENTS TO PERIODS** W&IC Secs. 1560, 2140, 3075, 671-50  
OAS; ANB; APSB; ANC 3460

When a person making a voluntary repayment of aid legally granted, specifies the period to which he wishes the repayment allocated, it shall be so allocated. In the absence of such specification, the amount of such collection shall be allocated to the entire period during which aid was received and shall be considered a repayment, partial or total, of the entire amount of aid granted.

Collections resulting from claims against estates and actions against responsible relatives (See Sec. 673-00, Classification of Collections) are allocated to the period during which the amount for which action is taken was paid. The amount collected may represent either total or partial repayment for such period.

Adjustments shall be allocated to the period during which the basis for the adjustment accrued. (See Sec. 672-00, Classification of Adjustments.)

**Sec. 672-00 CLASSIFICATION OF ADJUSTMENTS** W&IC Secs. 1560, 2140, 3075, 3460 672-00  
OAS; ANB; APSB; ANC

Repayment of aid made as a result of any one of the following conditions shall be considered adjustments:

1. Payments of aid beyond date of discontinuance.
2. Payments made in excess of authorized grant of aid.
3. Payments made subsequent to date of death of recipient.
4. Regular or intermittent contributions from relatives whether such contributions pertain to a past, present or a continuing period, except lump sum payments made upon order of the court. (See Sec. 673-00, Classification of Collections.)
5. Overpayments resulting because of possession of excess assets, receipt of excess income or other reasons discovered after the award is approved. This includes claims filed by the SDSW against estates of deceased recipients of OAS under the provisions of Sec. 2223 of the W. & I. C. (See Secs. 670-00, Tabular Analysis of Provisions of W. & I. C. Regarding Repayment; 130-05, Real Property, OAS Law, and 140-05, Personal Property, OAS Law.)

**Sec. 672-25 REPORTING OF ADJUSTMENTS** W&IC Secs. 1560, 2140, 3075, 3460 672-25  
OAS; ANB; APSB; ANC

Repayments of aid made as a result of any one of the conditions listed in Sec. 672-00, Classification of Adjustments, shall be reported on the aid affidavit (Forms Ag, Bl, CA 800, and CA 800 BHI) under the items provided for adjustments. Each claim shall be accompanied by Reports of Adjustments (Forms Ag, Bl, CA 803) which shall contain the detail to support these items. (See Forms Ag, Bl, CA 800; CA 800 BHI; and Ag, Bl, CA 803 in Sec. 629-99, County Aid Claim Forms.) These affidavit items and forms are used only for reporting adjustments classified in Sec. 672-00.



673-00 **Sec. 673-00. CLASSIFICATION OF COLLECTIONS** W&IC Secs. 1560, 2140, 3075, 3460  
OAS; ANB; APSB; ANC

Repayments of aid made as a result of any one of the following conditions are considered collections:

1. Voluntary repayments of aid or assistance by recipients.
2. Claims filed against estates of deceased recipients of aid under former provisions of the OAS Law cancelled on November 5, 1940. Cases of this type should be practically non-existent now.
3. Lump sum payments from legally responsible relatives covering past periods. (See Secs. 170-05, Relatives, OAS Law, 170-10, Relatives, ANB and APSB Laws.)

673-25 **Sec. 673-25 DISTRIBUTION OF COLLECTIONS** W&IC Secs. 1504, 2024, 3007, 3406  
OAS; ANB; APSB; ANC

Distribution of collections is based on the ratio of participation in the total aid paid for the period to which the collection is allocated. (See Sec. 671-50, Allocation of Repayments to Periods.)

Example: OAS was paid to a recipient at the rate of \$35 a month from July 1, 1939, and \$40 a month from January 1, 1940, to June 30, 1940. The total amount of aid paid was \$450.00. Of this amount, the Federal Government paid \$210, or 46.67%, the State paid \$120.00 or 26.66%, and the county paid \$120.00 or 26.67%.

A voluntary repayment of \$25.00 is made by the recipient which is distributed as follows:

	Total	Federal Share	State Share	County Share
Aid paid -----	\$450.00	\$210.00	\$120.00	\$120.00
Distribution Ratio -----	100%	46.67%	26.66%	26.67%
Distribution of Collection ----	\$25.00	\$11.67	\$6.66	\$6.67

Example C: ANC in the amount of \$65 a month was paid for two children from July 1, 1942, to December 1, 1942, on which date aid was decreased to \$27.50 a month because it was discovered that the children had each received \$18.75 monthly OASI payments beginning with the month of July, 1942. A collection of \$187.50 is made in January, 1943, as an adjustment for the period July through November, 1942. Of the total repayment, \$25 represents county supplemental aid and may be applied first to county funds. The balance, \$162.50, represents the basis of adjustment for purposes of distribution. Distribution ratio is determined as follows:

	Total	Federal Share	State Share	County Share
Actual Grant for Period 7/1/42 to 11/30/42 (Exclusive of county supplemental aid)-----	\$300.00	\$75.00	\$150.00	\$75.00
Correct Grant for Above Period-----	137.50	68.75	45.83	22.92
Distribution of Adjustment-----	\$162.50	\$6.25	\$104.17	\$52.08
Distribution Ratio -----	100%	3.85%	64.10%	32.05%

If the repayment in this example were made in installments, the first \$25 received is applied to county funds. Each subsequent installment would be applied according to the distribution ratio shown.

However, where the amount of the overpayment and/or the grant varies from month to month, the net repayment due is calculated for each individual month in order to arrive at a correct ratio for distributing the repayment.

Example D: ANC in the amount of \$30 a month was paid as the charge for care of a child living in the home of his aunt from October 1, 1942, to January 1, 1943. Later it was discovered that the child had received a contribution from his mother amounting to \$15 in October, \$10 in November, and \$5 in December. Reimbursement of \$30 is made in January, 1943.

Distribution ratio is determined as follows:

	Total	Federal Share	State Share	County Share
Actual grant for October, 1942-----	\$30.00	\$9.00	\$14.00	\$7.00
Corrected grant for October, 1942-----	15.00	7.50	5.00	2.50
Distribution of adjustment for October, 1942---	\$15.00	\$1.50	\$9.00	\$4.50
Actual grant for November, 1942-----	\$30.00	\$9.00	\$14.00	\$7.00
Corrected grant for November, 1942-----	20.00	9.00	7.33	3.67
Distribution of adjustment for November, 1942--	\$10.00	----	\$6.67	\$3.33
Actual grant for December, 1942-----	\$30.00	\$9.00	\$14.00	\$7.00
Corrected grant for December, 1942-----	25.00	9.00	10.67	5.33
Distribution of adjustment for December, 1942--	\$5.00	----	\$3.33	\$1.67
Distribution of total adjustment due for October, November and December, 1942-----	\$30.00	\$1.50	\$19.00	\$9.50
Distribution Ratio -----	100%	5%	62.33%	31.67%

If the repayment in this example were made in installments, each installment would be applied according to the distribution ratio shown.



674-99 Sec. 674-99 Forms Used in Reporting Repayments W&amp;IC Secs. 1560, 2140, 3075, 3460

## FORM AG 808

Check Type

FORM AG 808 (revised)—December, 1941

COLLECTION

(Formerly Ag 18-DFA)

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE

ADJUSTMENT

X

Notice of Repayment

NOTICE OF REPAYMENT  
OLD AGE SECURITYTo STATE DEPARTMENT OF SOCIAL WELFARE  
616 K Street  
Sacramento, CaliforniaCounty X XDate January 14, 1942Name Dawson, AlbertState No. 1002County No. 975Date repayment received by Collection Officer January 9, 1942Date repayment deposited with County Treasurer January 11, 1942Period(s) for which aid collected was paid 9/1/39 - 6/30/40Total amount of repayment 10.00Net amount to be refunded to United States Government 4.34Net amount to be refunded to State of California 2.83Net amount to be refunded to County 2.83

## Source of and reasons for repayment: (give full explanation)

Recipient received \$35.00 per month Old Age Security from 3/1/39 through 12/31/39 and \$40.00 per month from 1/1/40 through 6/30/40 while also in receipt of \$15.00 per month excess income. He has agreed to repay the \$240 due at the rate of \$10.00 per month. To date \$90.00 has been repaid and applied at the rate of \$15.00 per month to the months of March through August 1939. The basis for adjustment is the balance due of \$150.00. The ratio of participation used as the basis for distributing further repayments is determined as follows:

	Total	Federal	State	County
Aid paid from 9/1/39 - 6/30/40	\$380.00	\$180.00	\$100.00	\$100.00
Aid which should have been paid during same period	230.00	115.00	57.50	57.50
Distribution of adjustment	150.00	65.00	42.50	42.50
Ratio of participation in this and further repayments	100%	43.34%	28.33%	28.33%

Deduction to be made from Aged Claim for month of January, 1942(SIGNATURE OF  
COLLECTION OFFICER)*John Doe*

County—To be used for one case only

SEND ONE COPY TO STATE DEPARTMENT OF SOCIAL WELFARE AT SACRAMENTO

**Sec. 673-50 REPORTING OF COLLECTIONS**W&IC Secs. 1560, 2140, 3075, 3460  
673-50

OAS; ANB; APSB; ANC

Collections are reported on the Aid Affidavits (Forms Ag, Bl, CA 800 and CA 800 BHI) under the items provided and detail is shown on Report of Collections (Forms Ag, Bl, CA 805), accompanying each respective claim. (See Forms Ag, Bl, CA 800, CA 800 BHI and Ag, Bl, CA 805 in Sec. 629-99, County Aid Claim Forms.)

**Sec. 673-75 ADDITIONAL REPORTS OF ADJUSTMENTS AND COLLECTIONS**

673-75

OAS; ANB; APSB; ANC

W&amp;IC Secs. 1560, 2140, 3075, 3460

Notices of Repayment (Forms Ag, Bl, CA 808), are used to report all repayments of aid. It shall be stated in the space provided on such forms whether the repayment is an adjustment or a collection. It is also necessary to include on these forms specific information regarding the reason for and the amount of the overpayment as well as the period during which the overpayment occurred; also the method used in computing the total amount of the distribution of the repayment. (See Forms Ag, Bl, CA 808 in Sec. 674-99, Forms Used in Reporting Repayments.)



FORM CA 808

Check Type

FORM CA 808 (revised)—December, 1941

(Formerly CA 53-DFA)

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE

Notice of Repayment

COLLECTION

ADJUSTMENT

X

## NOTICE OF REPAYMENT

## AID TO NEEDY CHILDREN

To STATE DEPARTMENT OF SOCIAL WELFARE

616 K Street

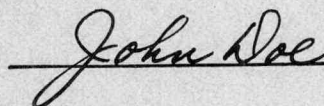
Sacramento, California

County X XDate February 4, 1943Name Brown, Helen & EdwinState No. 51County No. 45Date repayment received by Collection Officer January 7, 1943Date repayment deposited with County Treasurer January 11, 1943Period(s) for which aid collected was paid 7/1/42 - 12/1/42Total amount of repayment 187.50Net amount to be refunded to United States Government 6.25Net amount to be refunded to State of California 104.17Net amount to be refunded to County 52.08County supplemental aid 25.00

## Source of and reasons for repayment: (give full explanation)

Aid to Needy Children was paid for two children in the amount of \$65.00 per month from 7/1/42 to 12/1/42 while also in receipt of Survivors Benefits in the amount of \$18.75 per month per child. Therefore, \$187.50 was repaid from a bank account to adjust the overpayment for the months of July through November 1942. \$25.00 representing county supplemental aid of \$5.00 per month may be applied first to county funds. Balance of \$162.50 distributed as follows:

	Total	Federal	State	County
Aid paid from 7/1/42 - 11/30/42 exclusive of county supplemental aid	\$300.00	\$75.00	\$150.00	\$75.00
Aid which should have been paid during same period	137.50	68.75	45.83	22.92
Distribution of adjustment	162.50	6.25	104.17	52.08
Ratio of participation	100%	3.85%	64.10%	32.05%

Deduction to be made from Children's Claim for month of January, 1942(SIGNATURE OF  
COLLECTION OFFICER)

County—To be used for one case only

SEND ONE COPY TO STATE DEPARTMENT OF SOCIAL WELFARE AT SACRAMENTO

FORM BL 808

Check Type

FORM BL 808 (Formerly BL 47-DFA)—June, 1942

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE

COLLECTION

ADJUSTMENT

X

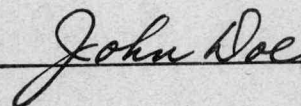
## NOTICE OF REPAYMENT

## AID TO NEEDY BLIND

To STATE DEPARTMENT OF SOCIAL WELFARE  
616 K Street  
Sacramento, CaliforniaCounty X XDate January 14, 1942Name Wheeler, JamesState No. 101County No. 50Date repayment received by Collection Officer January 7, 1942Date repayment deposited with County Treasurer January 11, 1942Period(s) for which aid collected was paid December 1941Total amount of repayment 15.00Net amount to be refunded to United States Government 2.50Net amount to be refunded to State of California 6.25Net amount to be refunded to County 6.25Source of and reasons for repayment: (*give full explanation*)

Recipient received \$50.00 aid in December 1941 and a responsible relative also contributed \$15.00 which was not disclosed at the time it was received. When the contribution was discovered, \$15.00 was repaid to cover the overpayment. This repayment is distributed as follows:

	Total	Federal	State	County
Original grant for December 1941.....	\$50.00	\$20.00	\$15.00	\$15.00
Less: Reduced grant .....	35.00	17.50	8.75	8.75
Distribution of Repayment.....	15.00	2.50	6.25	6.25

Deduction to be made from Blind Claim for month of January, 1942(SIGNATURE OF  
COLLECTION OFFICER)

County—To be used for one case only

SEND ONE COPY TO STATE DEPARTMENT OF SOCIAL WELFARE AT SACRAMENTO



MAIN OFFICE  
SACRAMENTO  
616 K STREET

LOS ANGELES OFFICE  
WASHINGTON BUILDING  
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE  
DAVID HEWES BUILDING  
995 MARKET STREET

Earl Warren  
Governor

STATE OF CALIFORNIA

## Department of Social Welfare

MISS MARTHA A. CHICKERING

DIRECTOR  
Sacramento  
April 7, 1943

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LOS ANGELES

Honorable Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

IN REPLY PLEASE REFER  
TO:

Dear Mr. Jordan:

Attached hereto are three copies of regulations,  
currently effective, made by the State Department  
of Social Welfare.

These regulations are filed in accordance with  
Article 21 of Chapter 3 of Title 1 of Part 3 of  
the Political Code as amended by Chapter 628,  
Statutes of 1941.

Very sincerely yours,

*Martha A. Chickering*  
MARTHA A. CHICKERING, Director  
Department of Social Welfare

Attachments  
172:786

1943 APR 8 AM 11 20

FILED  
In the office of the Secretary of State  
of the State of California  
APR 8 - 1943  
FRANK M. JORDAN, Secretary of State  
By *Chris G. [Signature]*

FOR VICTORY



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~~XXXXXXXXXXXX~~  
Governor  
EARL WARREN  
STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING  
DIRECTOR

Sacramento  
March 26, 1943

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BERKELEY

DEPARTMENT BULLETIN NO. 209

TO: COUNTY BOARDS OF SUPERVISORS  
COUNTY WELFARE DEPARTMENTS  
COUNTY AUDITORS

Subject: Aid to Needy Children  
Standards of Adequate Care;  
Income;  
Determination of Need and Amount  
of the Grant;  
Adjustments in Grants.

With the issuance of this bulletin, which includes rulings and policies previously released, Department Bulletins 108, 112, 113-A, 113-B, 113-C, 118 and 194 become obsolete.

This bulletin makes reference to Manual sections which are pertinent to the subjects, and includes policies and procedures not heretofore set forth in bulletin form; also, a restatement of a number of the present policies.

Regulations presented in this bulletin for the first time become immediately applicable and shall be in effect not later than ninety days from the date of the bulletin.

Very sincerely yours,

*Marttha A. Chickering*

MARTHA A. CHICKERING, Director  
Department of Social Welfare

Attach.  
(Authority: Sections 1511 and 1560 of the Welfare and Institutions Code)



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## I. LEGAL PROVISIONS

### A. Purpose and Aim.

Section 1503 of the Welfare and Institutions Code affirms that the object and purpose of the chapter is to keep children in their own homes wherever possible and to provide the best substitute for their own homes for those children who must be given foster care.

### B. Minimum Standards of Adequate Care.

Section 1511 of the Welfare and Institutions Code provides that:

1. \$22.50 a month shall be paid, or so much as is necessary for the adequate care of each needy child qualifying for aid under the provisions of the Law.
2. Any county may pay from its own funds additional funds for the care of any needy child or as is needed for the adequate care of the family.
3. Minimum standards of adequate care must be determined by rules and regulations of the S.D.S.W. which shall be binding upon the county.

### C. Restrictions in the State Law.

Section 1523 provides that:

No child for whose support \$25 a month or more is paid, other than under the provisions of this chapter, is eligible to ANC.

Section 1524 provides that:

No child maintained in an institution, for whom a bona fide offer of a proper home has been made, is eligible to ANC.

### D. State, County and Federal Participation.

Section 1510 provides aid not in excess of \$15 a month to counties for the needy child who has state and county residence, and \$22.50 for needy children without county residence.

Section 1554 provides (a) authorization for the state to pay to the county a sum not exceeding \$15 a month; (b) that the amount granted by the United States Government shall be deducted from the total amount granted for the child pursuant to Section 1511; (c)  $\frac{2}{3}$  of the remaining sums shall be paid to the county not exceeding \$15 a month.

Until the Supreme Court decision rendered August 3, 1942, reversed the ruling, the State held that the maximum basis for state participation to the child was \$22.50. Now, in addition to the \$22.50, there is included, in considering the total amount granted to the child, further funds which the county is permitted to pay under Section 1511 for any needy child. Thus, the maximum basis for state participation is raised to \$31.50 for one child and \$28.50 for each additional child in the family group. Federal participation ( $\frac{1}{2}$  of \$18, or \$9 for one child;  $\frac{1}{2}$  of \$12, or \$6 for each additional child) is deducted from the total grant up to the maximum as indicated and the remaining sum is shared on the basis of  $\frac{2}{3}$  state and  $\frac{1}{3}$  county but state share shall not exceed \$15.



## II. STANDARDS OF ADEQUATE CARE.

### A. General Statement of Adequate Standards

A satisfactory standard of living includes:

1. An adequate budget which will insure:
  - a. Clothing and food of adequate quantity and quality including special diets when ordered by a physician.
  - b. Housing which allows adequate sleeping space, reasonable privacy, and complies with sanitary and housing regulations.
  - c. Attendance at school during legal school age for every child who is capable of benefiting by formal education; vocational training or an opportunity to obtain a higher education when indicated.
  - d. Normal recreational activities and participation in community life.
  - e. Proper supervision in the absence of the mother or caretaker.
2. Provision for adequate health care. This includes routine physical examinations, preventive measures, correction of defects, hospital and out-patient service, periodic examinations of contacts with tuberculosis and other infectious diseases.
3. For the child receiving foster care, a boarding home or institution meeting approved standards.
4. Case work service which insures to each family and child the highest possible morale and security and the best adjustment to family and community life, and which will obtain for them the maximum benefit from community resources for their health, education, recreation and general welfare.

### B. Adequate Care for Children Living with Parent/Parents.

Man. The object and purpose of ANC is to keep children in their own homes  
Sec. wherever possible under conditions that will insure an adequate standard  
235-85 of living. Counties are responsible for making available whatever individual services are required for the general welfare of each family and child, and for improving unsatisfactory conditions.

Man. Aid shall not be denied or discontinued where conditions in the home fail  
Sec. to meet the standard set by the S.D.S.W. for adequate care provided that  
235-85 those cases in which the children, despite the county's efforts, continue to be neglected and to live under unsatisfactory conditions are referred to the Juvenile Probation Office for filing of petition to the Juvenile Court for whatever action is deemed necessary for their protection and welfare.

C. Basis for Determining the Grant.

1. ANC shall be granted for an eligible child/children whose needs are determined on a "charge for care" basis or on a budgetary basis.

"Charge for Care" basis refers to cases in which children are living in boarding homes and institutions for whom payments are made on fixed monthly rates. It also includes most instances where children are cared for in homes of relatives.

2. For the child receiving foster care, boarding homes shall meet the requirements for a licensed home or equivalent standards if living with relatives.
3. For the child/children living in the home of non-responsible relatives, the amount of aid requested by the relative or the child shall be the basis for the determination of the amount of the grant. If relatives are willing and able to provide shelter and care for a child for less than the full amount permitted under the law, the record shall indicate how the amount was determined. It shall be determined that the financial situation of the relative is such as to assure that the grant in aid will be entirely used for the care of the child. Whatever contribution is made for support or partial support assumed on the part of a non-responsible relative, it is altogether voluntary and can not be required, regardless of the relative's resources.
4. For the child receiving institutional care, the institution must be one licensed by, or whose standards meet the approval of the State Department of Social Welfare.
5. When need is determined on a budgetary basis, the required expenditures for the Family Budget Unit shall be estimated on a monthly basis. (See Page 7 for description of Family Budget Unit.)

"Continuing needs" are recurring needs that are common to every household and include food, special diets on recommendation of the physician, clothing and personal needs of each person in the Family Budget Unit, and family allowances for housing, utilities, household operation, education and incidentals, transportation, and insurance premiums, if paid.

"Special needs" are those which the family may have in addition to continuing needs. (See Page 4 for further discussion of special needs.)

6. Counties shall use as a standard for economic adequacy for continuing needs the current quantity cost ANC budget schedule, or a comparable adequate schedule which is commensurate with current prices and has the approval of the State Department of Social Welfare.

The quantity cost budget schedule for continuing needs is the cost of requirements for men, women and children and for family groups of various compositions. Effective use of such a budget depends upon a proper adjustment of it to the actual expenses and requirements of each family group on a realistic basis. It should be suited to the particular requirements and resources of the individual family.



7. The budget for the family unit shall be computed after the county worker has:

- a. Discussed with the applicant the monthly expenditures, needs, etc.
- b. Evaluated the income and resources available to the Family Budget Unit.
- c. Discussed the budget schedule standard with the applicant and explained its composition and limitations, and the reasons for such limitations.

The recording shall reflect the initial discussion and all subsequent discussions of the family's circumstances and include a statement of any special needs, how determined, and whether they will be included in the budget or met in some other way.

8. Special Needs.

The adaptation of the budget should be a flexible individualized process. It is reasonable to expect that every family, at some time, will have needs in addition to the common factors that apply to all cases,-- food, clothing, shelter, household supplies, utilities, etc.

Special needs for the Family Budget Unit and its individual members, excepting the non-eligible child and housekeeper, may include:

- a. Unusual repairs or replacements or equipment. For instance, lumber for extensive repairs not included in normal items of upkeep; payment on needed furniture.
- b. Salary of housekeeper or caretaker when necessary and desirable for the best interests of the children. An additional amount may be allowed for food when the housekeeper lives with the family.
- c. Medical and dental requirements including appliances and dentures when not available without cost through local facilities or otherwise.
- d. Special educational needs not included in the budget schedule, such as expenses and requirements incident to specialized training for older children.
- e. Other special needs indicated in the individual case.

D. Evaluation of Needs.

The material under this heading suggests inquiries which might aid in determining needs and in showing what is required to adequately meet them.

1. Housing.

a. Physical aspects of the home:

Are the living and sleeping arrangements adequate for the family as to space and number of rooms? Are changes contemplated? Does family have heating and cooking facilities, including utensils? Is there running water? Are there basic furniture needs, such as beds, mattresses, stoves, floor covering, etc? What are the possibilities of repairs and replacements? Are play facilities, either in a yard or local playground, available and suitable? Are sanitary and plumbing facilities adequate?

b. Social aspects of the home:

Does the home fill the need of the child/children for place to entertain friends? Is home sufficiently attractive so child is not ashamed of it?

- c. Budget items for housing:  
What is the actual amount of rent? Are utilities included? Home owned by family? What is the amount of taxes paid? Are they delinquent? If delinquent, what plan is family making, or what suggestion can worker give? Are there encumbrances on the property? If so, what are the payments on principal and interest? How are these expenses being met? What assessments are against the property and what is plan for payment? What repairs have been made in the past year? What was the cost and how met? What is needed in the way of repairs at this time, such as roofing, new foundation, painting, plumbing?
2. Utilities.  
Unless the county uses a sliding scale budget schedule for these items, actual payment should be determined and averaged and, if possible, receipted bills reviewed for verification. It may be necessary to have the mother or caretaker keep a record of her bills over a six months period in order to determine the amount spent for this item.
3. Food.  
Does the applicant have knowledge of children's dietary needs? Are actual expenditures comparable with the amount determined on the basis of the budget schedule?
4. Clothing.  
Do members of the family have adequate clothing to protect them from cold and rain? Is clothing sufficiently attractive so as not to cause embarrassment in school or community? How does the applicant's statement of estimated expenditures for clothing compare with the allowances on the budget schedule?
5. Health.  
What major illnesses has family had? Any history of tuberculosis, malnutrition, chronic heart disease, etc? Are clinic facilities being utilized? Has medical care been received recently and from what source? What is present health condition? Frequency of colds, etc. Does mother or caretaker arrange special diet for any member of the family? Does family have dental needs? If so, how are they being met? Are there needs for medical appliances, such as glasses, dentures, trusses, etc? Are the available resources being used to meet them?
6. School  
Are the children in regular attendance at school? What expenses do the children have in connection with school activities? How is the family meeting these needs?
7. Miscellaneous Needs.
- a. Transportation: What amount does family spend for transportation to clinic, school, markets, etc?
- b. Insurance: What is amount of premiums on insurance carried by family? How is this met?
- c. What are family's special educational needs and incidentals, including church, newspaper, recreation, etc?



8. Economic Situation.

The interview with the parent and employed children should include a discussion of the earnings and contributions and should show in the case of the minor child whether or not the parent has emancipated him.

If family has any income from property, how are expenses for taxes, upkeep, and encumbrances met?

If mother or some member of the family is self employed, as in laundry work, keeping boarders, etc., information should be secured regarding actual expenditures such as extra utilities, food, soap, etc.

Debts. Are expenses met currently? Are there debts from a period before aid began? What is the family's plan for meeting them?

III. INCOME.

1. Income Defined.

Income is that which is actually available (not potential income).

"Income" means net income after allowing for all normal items of expenses incident to its receipt,

2. Small Intermittent Income. (Not basis for change in grant)

The receipt of income in small amounts, which is not received with sufficient regularity to be counted upon for partially meeting the recurring budgetary requirements as determined for the individual family, shall not be a reason for adjusting the grant. Such income could be noted in the case record without necessarily being itemized; for example, income from parents' occasional employment; occasional earnings of children in the fruit and other odd jobs; occasional rent of rooms and small gifts in cash or in kind, and other similar types of irregular income.

3. Regular or Fixed Income.

a. Verification.

Verification of regular and fixed income shall be made through the employer or other independent sources wherever possible,

The recipient's responsibility for notifying the county of changes in the financial situation, including changes in income, should be fully discussed with him.

Reverification shall be made at least at time of reinvestigation and oftener if information is received to indicate a change in the family's circumstances.

b. Determination.

The amount of the grant is determined by deducting the fixed verified net income from the total budget for the Family Budget Unit.

c. Reporting.

If the recipient reports a change in income which indicates an adjustment in the grant, the record should show the verification of the income, the date of the change and the adjustment made. Where a change in the grant is made, notice shall be sent to the State Department of Social Welfare on Form CA 232.

4. Irregular, Fluctuating, Seasonal Income.

a. Verification.

These types of income are often difficult to verify promptly and sometimes impossible through an independent source.

The statement of the recipient may be accepted as a basis for determining the grant. It is desirable that verification of the recipient's statement be made monthly but, in any event, at least every three months.

b. Determination.

The recipient's responsibility for notifying the county of changes in the financial situation, including changes in income, should be fully discussed with him. The recipient should be expected to keep a current record of such income and report promptly to the county in a manner and at such time as the county may require.

c. Reporting.

The case record must contain a complete and adequate report on the assistance plan, and the basis for changes in the amount of the grant. Where a change in the grant is made, notice shall be sent to the State Department of Social Welfare on Form 232.

IV. DETERMINATION OF NEED AND AMOUNT OF THE GRANT.

1. Family Budget Unit.

All individuals living in the home have an economic relationship to the Family Budget Unit which must be taken into consideration in arriving at the amount of the grant.

A Family Budget Unit comprises all persons in the home who are to be included in the budget. It is used to describe any combination of the following:

- a. All minor children (under 21 years) not emancipated, provided: Where ineligible minors are included in the Family Budget Unit, the total budgetary deficiency is met and the record clearly so indicates.
- b. The parent, or parents, if living at home, except an OAS, ANB, or APSB recipient.



- c. Any person or persons (except OAS, ANB, or APSB recipients) who act as caretaker in place of the parents, but who are not caring for the children on a board and care basis, and whose income is not adequate to his/her support.

Example: While Mr. and Mrs. Doe are hospitalized for tuberculosis, Mrs. Doe's sister agrees to live in the home to supervise the eligible children. Her only income amounts to \$10 per month. Therefore, she is included in the Family Budget Unit for all items and the \$10 appears in the budget as income.

Example: The father of the Doe children is deceased and their mother is unable to assume responsibility for them. For seven years the Doe children, who are receiving ANC, have made their home with their widowed grandmother. Her only income was \$50 a month from a trust fund which was exhausted August 1, 1941. The grandmother always has been willing to care for the children for the actual cost thereof. Therefore, the budget was estimated on a prorated basis with the children for rent, utilities and household operation until August 1, 1941, when the grandmother was included in the Family Budget Unit and budgeted for all items.

- d. Any housekeeper caring for the children as a member of the family unit when she is included in the budget for food, rent, utilities and household operation. (Her wages are included in the budget as a special item.)
- e. The step-parent, who is willing to support the entire family, but whose earnings are inadequate to the undertaking.

Exception: When a step-parent declines any financial responsibility for the children eligible to ANC, the children and their parent are budgeted for clothing, food, personal needs, any special items, and for their prorated share of housing, utilities, and household operation. Such a step-parent is not included in the budget. In addition to meeting his own needs, it is expected that the step-parent, if able, will support the parent of the children. Accordingly, enough income from the step-parent should be shown to meet the parent's share of the budget.

When such a step-parent maintains a standard of living beyond the ANC budget limitations, it is expected that the step-parent will be responsible for the amount by which the actual cost of housing, utilities, and household operation exceed the prorated allowance computed in accordance with the Budget Summary.

2. Rulings which authorize certain budgeting practices.

a. Insurance:

Premiums paid on insurance policies carried on the parent and/or a child or children under the age of 18 years not in excess of \$4 a month are included in the budget for the family unit.

Exception: If the premiums are in excess of \$4 on policies carried by permanently incapacitated or tuberculous parents, or on a parent committed to an institution, the excess amount may be included in the budget until or unless adjustment is made by the insurance company or payment of premiums in part or in full is assumed by an agency or a person other than the parent.

The taking out of insurance after the beginning of aid shall not cause discontinuance of aid. However, it is presumed that counties will continue to discourage the practice of taking out new insurance policies.

b. Maintenance of Automobile.

See Manual Section 142-10.

c. Remarriage of Parent.

Manual Section 196-30 refers to remarriage of mother.

Proposed revision:

ANC shall be granted to children who are otherwise eligible and whose parent has remarried if the step-parent does not, and the parent is unable to, regularly provide support for the child/children to the extent of maintaining minimum standards in the home in accordance with the rules and regulations of the State Department of Social Welfare after allowance for special, personal and other needs of the step-parent.

d. Rules of Emancipation.

See Manual Section 171-40.

e. Debts.

Payment upon debts accumulated before applying for ANC shall not be included in the budget, except that payments on amounts for replacements such as furniture or household equipment may be included in the budget.

3. Budgeting Policies.

a. Income from Earnings of Parent Living in the Home.

If the mother or father of the children for whom aid is being granted is working, all earnings are considered as family income to the Family Budget Unit. If such employment calls for special items of expense, these shall be allowed in the budget.

b. Employed Minors.

Employed minors include those who may be receiving ANC and earning small, intermittent amounts; who are regularly employed while attending school; who work only in the vacation periods; who may be employed part time and continuing an educational program, or minors over 18 years of age who may have full time jobs. (See Pages 10 and 11 for acceptable methods of budgeting net income from unemancipated minors.)

To maintain stable family relationships and to encourage employed minors to remain in the home as happy, participating members, general principles as set forth herewith shall govern:



- (1) That requirements incident to employment and other special individual needs of all employed minors shall be taken into consideration in estimating the budget for the family.
- (2) The small occasional earnings from odd jobs shall not be cause for reduction of the ANC grant.
- (3) That vacation earnings may be used for educational and other special needs on verification and recommendation of the county welfare department.
- (4) For the regularly employed unemancipated minor over 18 years, that definite allowances be made for lunches away from home, clothing in addition to amounts given in the basic budget schedule, allowances for dental and medical care; transportation; personal allowances. (See Page 11 for Special Allowances for Employed Minor Child.)

c. Earnings of Unemancipated Minors.

To meet different situations, methods for budgeting income from the earnings of the unemancipated minor, as indicated below, are acceptable:

- (1) Minors under 18 years.
  - (a) Net earnings determined as actual earnings less itemized expenses incident to employment, and special individual needs, or
  - (b) Actual earnings as income and expenses incident to employment and other special needs shown as "Special Items" in the budget.
- (2) Minors over 18 years.
  - (a) If employed part time, or if earning an amount sufficient to cover actual needs only, budget as in "1" or
  - (b) Otherwise establish in the record that minor's earnings cover his own needs and provide no income to the Family Budget Unit.
  - (c) If regularly employed and actually contributing at least one-half of his net earnings, include minor as a member of Family Budget Unit and allow item for food in the budget according to basic schedule and actual contribution as income.
  - (d) If regularly employed and not actually contributing at least one-half of the net earnings, include minor in the budget for basic items for food, clothing, and personal needs as shown in the basic ANC budget schedule, and show net earnings as income. Net earnings are gross earnings less voluntary deductions made by an employer or the Government, union dues and special allowances for the employed minor.

Counties may make a determination in the individual case on a factual basis for these items or use the amounts given in the following schedule as deductions for special allowances.

SPECIAL ALLOWANCES FOR THE EMPLOYED MINOR CHILD

<u>Items</u>	<u>Amount</u>
Lunches away from home	\$ 7.50
Clothing needs in addition to basic schedule	3.00
Transportation	4.00
Dental and medical care (Minimum; adjust to individual case)	3.00
Personal (including education, recreation, church, lodge, etc.)	15.00
	<u>\$32.50</u>

(Other items may be included if required in the individual case.)

d. Earnings of the Emancipated Minor.

(1) If living in the home.

The employed emancipated child living in the home shall not be budgeted, but is counted when determining size of the family for the purpose of budgeting the family unit for the items of rent, utilities and household operations. The amount of these items would appear in the budget for the family unit after deducting the minor's prorated share.

The net contribution shall be considered as income to the Family Budget Unit. "Net contribution" is actual contribution minus food per budget schedule and minor's prorated share of rent, utilities and household operation.

(2) If living out of the home.

If the employed emancipated minor child has left the home, his actual contribution shall be considered as income.

e. Contribution from Adult Children.

Employed adult child.

The adult child shall be held responsible for the support of himself and his parent to the extent of his ability.

The employed adult child living in the home shall not be budgeted, but is counted when determining size of the family for the purpose of budgeting the family unit for the items of rent, utilities, and household operation. The amount for these items would appear in the budget for the family unit after deducting the adult child's prorated share.

The net contribution to the parent of the adult child living in the home shall be considered as income to the family unit.

"Net contribution" to parent is actual contribution, minus food per budget schedule and adult child's prorated share of rent, utilities and household operation.

f. Contribution from OAS, ANB, and APSE Recipient.

- (1) In general, if the OAS, ANB, or APSE recipient is a parent of the child/children receiving ANC, his prorated share of



nt, utilities and household operations is deducted from the budget as determined for the other parent and children.

- (2) If the parent receiving OAS, ANB, or APSB is making a definite contribution to the Family Budget Unit from his grant, the net income to the family unit is determined by deducting food per budget schedule and the individual's prorated share of rent, utilities and household operation from the actual contribution.

g. Income from Members of Household not included in the Family Budget Unit.

Net income to the family unit from members of the household, other than the parent, who may be receiving OAS, ANB, or APSB, is actual contribution, minus food per budget schedule and the individual's prorated share of rent, utilities and household operations.

h. Income in Kind.

If income in kind, representing a portion of a budgetary item is received with sufficient regularity to be counted upon for meeting continuing needs, it should be evaluated and its estimated value determined on a monetary basis. Income from home produced foods such as the "Victory garden" for the use of the family only, need not be deducted. When income in kind is a total budgetary item, such as free rent and free board, no evaluation need be placed on them as such items will then not appear in the budget.

i. Income from Other Sources.

(1) Income from property not used as a home.

Clear Property

Rent from unencumbered property will be considered as income after deducting average taxes and upkeep.

Encumbered Property

Rent from encumbered property will be considered as income after deducting average taxes, interest, and upkeep.

(2) Pensions - Benefits, etc.

The possibility of resources such as pensions or benefits from life, disability, or compensation insurance, or from federal, state and county or municipal benefit funds, or from industrial concerns, lodges, or the possibility of damages from an accidental death, should be investigated and verified, and recorded in detail.

The amount of income from such sources, if received in monthly installments, shall be verified and shown as "Income" in the budget.

(3) Monies Received from Other Sources.

See Manual Sections 141-05 and 146-00.

(4) Loans.

Loans shall not be considered income to the recipient when they emanate from non-responsible relatives, friends, persons

agencies, including fraternal, nevolent and non-profit organizations, on whom there rests no legal obligation for support.

Loans from a responsible relative may be considered as income to the individual because of the legal responsibilities of the relative, provided the responsible relative has the pecuniary ability to contribute the amount of the loan; on the other hand, the loan may not be considered income when the relative has no such pecuniary ability and the loan must be repaid.

It will be necessary to re-evaluate cash and security holdings on the first of the month following the receipt of the loan to determine whether such holdings are within the maximum permitted.

(5) Court Orders.

When there is a court order for the full or partial support of an applicant or recipient, he shall be considered to have income in the amount awarded by the court for his support; however, upon a showing that the court order is not enforceable because the person ordered to pay is unable to do so, or where there is lack of jurisdiction, or upon a showing that the applicant or recipient has made a request of the court for enforcement of the order, the actual amount being received under such court order shall be considered in determining the amount of the grant.

The case record shall show the date of the court order and its provisions. When the amount of income is less than that provided in the court order, the case record shall show the facts which lead to consideration of a lesser amount in determining the amount of the grant.

4. Instructions for the Use of Form General M48, Budget Work Sheet

The Budget Work Sheet is for use in computing the amount of ANC to be granted in individual cases. Its use is not compulsory, provided a county has an acceptable form already in use. All cases are to be considered according to the current budgetary standard, and each case record must indicate clearly the method of computing the budget. A supply of the Budget Work Sheet, Form Gen M48, may be secured from the State Department of Social Welfare, 616 Kay Street, Sacramento.

Consult the Budget Summary, Form Gen M45, for individual and family allowances in your county.

Fill in the top of the Work Sheet with the case information requested. The page is divided into sections designated A, B, etc. The following instructions and explanations refer to the sections so lettered.

- a. List by name, sex and age, the members of the Family Budget Unit.

From Form Gen M45, enter for each person the appropriate amounts in the columns Food, Clothing and Personal Needs.



cial Items: Enter the cost of special diets, lunches away from home, etc. Households of two persons only should be allowed an additional 10% for food. Any other individual allowances of a special nature granted monthly are entered in this column.

Total vertically the columns for Food, Clothing, Personal Needs, and Special Items, and carry these totals to the appropriate spaces under "F".

- b. List here all other persons living in the household but who are not included in the "Family Budget Unit."

Amount and Source of Income: Typical entries in this column might be "Pension \$25", or "OAS \$40."

Actual contribution to Family Budget Unit: In this column enter the total amount the person pays to the family each month -- that which he pays for his own room and board, plus any additional assistance to the members of the Family Budget Unit.

Net contribution to the Family Budget Unit: Enter here the portion of the above amount which is considered over and above the cost of this person's share of food and household expenses. The total of this column is income and, accordingly, is carried forward as an item under "H." (Column headed "Food" to be used when computing net income.)

Example: A grandfather in the home, receiving OAS \$40, might pay the mother \$25 a month for his room and board. Of this amount \$7.50 might be net, that is, the actual contribution minus food per budget schedule and prorated share of housing, utilities and household operation. In such an instance, the amounts in the columns in Section B would be:

<u>Amount &amp; Source of Income</u>	<u>Actual Contribution to Family Budget Unit</u>	<u>Net Contribution to Family Budget Unit</u>
OAS \$40	\$25	\$7.50

- c. Enter the total number of persons living in the household, including members of the "Family Budget Unit" and any other persons living with them. This number will equal the sum of persons listed under "A" and "B."

Housing and Utilities: These items are to be listed as paid. The Budget Summary gives the county standards based on local surveys, and will serve as a guide in average cases.

Upkeep on unencumbered homes: Note that the county may allow 15% of the local rental value of the dwelling, not to exceed the rental standard, plus \$4.17 a month (\$50 a year) for upkeep and repairs. Amounts for families of different size have been computed for the rental standards.

Property payments and upkeep on encumbered homes: Allow as paid, up to the equivalent of the rental standard for a family of same size.

Household operation: Refer to Form Jen M42 for the itemized list of needs covered by this allowance. Should any of these supplies be available from other sources, do not deduct from this allowance but enter the value of the items received under "I", where it will be counted as income.

- d. To compute the share of housing, utility, and household operation expenses to be budgeted for the members of the Family Budget Unit, use the fraction indicated on the Work Sheet.

Example: A Family Budget Unit includes 3 persons. (Listed under "A"). Other persons living in the household: 2 (Listed under "B"). Total in the household: 5. The share of expenses allocable to the Family Budget Unit is, in this case,  $3/5$ . If the total expenses under "C" were \$20, the share allocable to the Family Budget Unit is  $3/5$  of \$20, or \$12. Accordingly \$12 will be entered under "D".

- e. Education and Incidentals: Enter the amount given on Form Gen M45 for the number of persons in the Family Budget Unit and any additional items which may be needed in the individual case.

Transportation: Allow necessary bus fare, carfare at local rates, or estimate cost of upkeep of automobile if needed for transportation.

Insurance: Allow insurance as paid, up to a maximum of \$4 monthly per family.

- f. The totals here have been carried forward from "A".
- g. Record here the total family outgo, or the sum of the amounts under "D", "E", and "F". Carry this total forward to the space indicated on the line below.
- h. Enter here the sources and amounts of income to the Family Budget Unit (except Aid to Needy Children which is shown under "I"). Note that the total "Net contribution to Family Budget Unit" under "B" is carried forward here.
- i. Indicate here the net returns from home produced foods and value of commodities received regularly by family. See attached sheet regarding monetary value of milk from family cow.
- j. The total income is the sum of the amounts entered under "H" and "I". Carry this amount forward to the space indicated under total outgo below and subtract.
- k. Budget deficiency: The result of "Outgo" (g) minus "Income" (j).
- l. The actual grant for Aid to Needy Children, based on "K". If the grant is less than the budget deficiency under "K", indicate the amount of county supplementary aid granted. If there remains a deficit not covered by county supplementary aid or other assistance, an explanation should appear under "Remarks".



te that any deviations from the budget allowances must be indicated. See also "I" above.)

Care should be taken in deviating from the budget allowances, not to deduct from clothing allowances for items available and at the same time counting the value of such items as income, since this is equivalent to deducting twice for these items. The correct procedure is to enter the clothing budget as given on Form Gen M45, and to consult the itemized clothing budgets, Form Gen M40, for the annual cost of such items. Divide this total annual cost by 12 to secure the monthly amount, and enter this amount under "I" where it is considered as income.

SURNAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_  
BUDGET COMPUTED BY: \_\_\_\_\_ STATE NO. \_\_\_\_\_  
DATE \_\_\_\_\_ COUNTY NO. \_\_\_\_\_

A. LIST THE MEMBERS OF THE "FAMILY UNIT"

	NAME	SEX	AGE	FOOD	CLOTHING	PERSONAL NEEDS	SPECIAL ITEMS
1							
2							
3							
4							
5							
6							
7							
8							
9							
TOTALS (CARRY FORWARD TO F.).....				\$	\$	\$	\$

B. LIST OTHER PERSONS LIVING IN HOUSEHOLD

	NAME	SEX	AGE	RELATION TO HEAD OF FAMILY	AMOUNT AND SOURCE OF INCOME	FOOD (TO BE USED WHEN DETERMIN- ING NET INCOME)	ACTUAL CON- TRIBUTION TO FAMILY UNIT
1							
2							
3							
4							

COMPUTE SHARE OF HOUSING: TOTAL (C) MINUS (D) (SEE BELOW)

TOTAL

TOTAL NET CONTRIBUTION TO FAMILY UNIT (ACTUAL CONTRIBUTION MINUS TOTAL FOOD AND HOUSING)

No. PERSONS IN HOUSEHOLD WHO SHARE ITEMS LISTED UNDER C:  
(TOTAL A PLUS B).....

C. HOUSING (CHECK WHICH)

☐ RENT ☐ PROPERTY PAYMENTS & UPKEEP.....  
UTILITIES: ELECTRICITY.....  
GAS.....  
HEAT.....  
WATER.....  
GARBAGE REMOVAL.....  
HOUSEHOLD OPERATION:.....

TOTAL (C).....

D. COMPUTE SHARE OF TOTAL (C) ALLOCABLE TO MEMBERS OF FAMILY UNIT  
AS FOLLOWS: FRACTION

NO. OF PERSONS (A) ÷ NO. OF PERSONS (C) =

COMPUTE FRACTION OF TOTAL (C) AND RECORD ANSWER HERE

E. ADD: EDUCATION AND INCIDENTALS.....  
TRANSPORTATION.....  
INSURANCE.....  
OTHER.....

F. ADD ALLOWANCE TOTALS UNDER (A):

FOOD.....  
CLOTHING.....  
PERSONAL NEEDS.....  
SPECIAL ITEMS.....

G. TOTAL BUDGET FOR FAMILY UNIT:.....

H. INCOME (GIVE SOURCE) AMOUNT

TOTAL NET INCOME  
FROM (B):

I. OTHER RESOURCES  
(I.E. VALUE OF  
CLOTHING PRODUCED  
ON WPA PROJECTS;  
HOME PRODUCED FOODS,  
ETC.)

J. TOTAL INCOME:

TOTAL BUDGET FOR FAMILY UNIT (G)..... \$

LESS TOTAL INCOME (J)..... \$

K. BUDGET DEFICIENCY..... \$

L. GRANT FOR AID TO NEEDY CHILDREN..... \$

M. SUPPLEMENTARY AID..... \$

N. REMARKS (EXPLAIN ON BACK OF PAPER ANY DEVIATIONS FROM BUDGET ALLOWANCES.)



BUDGET SUMMARY - AID TO NEEDY CHILDREN

TO COMPUTE THE MONTHLY BUDGET FOR A FAMILY UNIT: FILL OUT BUDGET WORK SHEET, FORM GEN M-48, USING AMOUNTS GIVEN BELOW FOR FOOD, CLOTHING, AND PERSONAL NEEDS OF EACH PERSON, AND SPECIAL AND FAMILY ALLOWANCES AS DESIGNATED. ANY DEVIATIONS MUST BE EXPLAINED IN FULL ON THE BUDGET WORK SHEET, WITH EXCEPTION OF THE AMOUNTS FOR ITEMS SUCH AS RENT AND UTILITIES, WHICH ARE "AS PAID". STANDARDS FOR THESE ITEMS, BASED ON LOCAL SURVEYS, ARE GIVEN AND WILL SERVE AS A GUIDE IN AVERAGE CASES.

INDIVIDUAL ALLOWANCES PER MONTH:

INDIVIDUAL	FOOD	CLOTHING	PERSONAL NEEDS
ACTIVE MAN	\$	\$	\$ .86
INCAPACITATED MAN		*	.86
HOUSEWIFE			1.06
BOY 18 - 20 YEARS			.86
GIRL 18 - 20 YEARS			1.09
BOY 13 - 17 YEARS			.86
GIRL 13 - 17 YEARS			1.06
BOY 9 - 12 YEARS			.61
GIRL 9 - 12 YEARS			.61
BOY 6 - 8 YEARS			.61
GIRL 6 - 8 YEARS			.61
CHILD 3 - 5 YEARS			.61
CHILD 1 - 2 YEARS			.11
BABY 5 - 11 MONTHS			.36
BABY UNDER 5 MONTHS		**YEAR	.36

SPECIAL INDIVIDUAL ALLOWANCES:

TO BE ENTERED UNDER "SPECIAL ITEMS" ON BUDGET WORK SHEET:

FAMILY OF TWO: ADD 10% OF FOOD ALLOWANCES.

SPECIAL DIETS, LUNCHES AWAY FROM HOME: REFER TO SPECIAL RECOMMENDATIONS.

OTHER INDIVIDUAL ALLOWANCES: AS NECESSARY.

\*IF INCAPACITATED MAN IS BEDRIDDEN, SUBSTITUTE 60% OF THIS AMOUNT FOR CLOTHING.

\*\*COVERS INITIAL COST OF CLOTHING AND BEDDING FOR BABY'S FIRST YEAR. NO MONTHLY ALLOWANCE.

FAMILY ALLOWANCES PER MONTH

ITEM	MONTHLY ALLOWANCES PER FAMILY OF						
	2	3	4	5	6	7	8 OR MORE
<u>HOUSING</u>							
RENT: AS PAID. RENTAL STANDARDS FOR COUNTY ARE:							
<u>PROPERTY PAYMENTS &amp; UPKEEP ON ENCUMBERED HOMES:</u> AS PAID, TO THE EQUIVALENT OF RENTAL STANDARD.							
UPKEEP & REPAIRS ON CLEAR HOMES: 15% OF LOCAL MONTHLY RENTAL VALUE OF DWELLING, PLUS \$4.17 MO.							
AMOUNTS AS COMPUTED FOR RENTAL STANDARDS ARE:							
<u>UTILITIES:</u>							
AS PAID. ELECTRICITY							
STANDARDS FOR GAS							
COUNTY HEAT							
ARE: WATER							
GARBAGE REMOVAL							
<u>HOUSEHOLD OPERATION</u>							
<u>EDUCATION &amp; INCIDENTALS</u>							

TRANSPORTATION: ALLOW NECESSARY BUSFARE OR CARFARE AT LOCAL RATES.

INSURANCE: ALLOW INSURANCE AS PAID, MAXIMUM OF \$4.00 MONTHLY PER FAMILY.





The Family Cow

The average family cow will produce from two to three gallons of milk daily, ten months out of the year. The so-called "family cow" is not usually a high producer such as a pure bred dairy cow which may produce five gallons or more milk daily.

Milk in rural areas is figured on a butterfat basis. The value of butterfat plus skim milk on a yearly average is 65¢ per pound. The average cow gives about 5,000 pounds of milk yearly, of which 250 pounds will be butterfat. Extension agents usually figure that half the income from the cow goes to feed the cow.

Yearly Allowance for Upkeep of Cow

6 tons hay per year (average price \$22.50 per ton)  
 Pumping charge for watering pasture (\$5 to \$10 per acre per year)  
 Service fee is about \$2.50, depending on local price  
 Approximately 1800 pounds of grain concentrates

Determination of Net Value of Two Gallons Milk Daily for One Month

Value of two gallons milk daily for one month @ 40¢ per gallon. . . \$24

Approximate cost of upkeep of cow for one month

1/2 ton hay @ \$22.50 per ton . . . . .	\$11.25	
5 pounds grain concentrates per day. . . . .		
(150 pounds per month @ \$45 per ton) . . . . .	3.00	
Pumping Charge (\$6 per year) . . . . .	.50	
Service fee (\$2.50 per year) . . . . .	.25	- 15.

Net value of two gallons milk daily for one month . . . \$ 9.

Accordingly, if a family keeps a cow giving approximately two gallons milk daily, list as "income" \$9 monthly on the Budget Work Sheet. This amount is entered regardless of whether the family consumes the milk or sells it, since the cost of the family's milk needs is still added in the food allowances.

## V. ADJUSTMENTS IN GRANT

### 1. Governing Rulings.

#### a. Changes of status within the month.

If ineligibility during a month can not be foretold, the status as of the first of the month shall be controlling for that month.

If ineligibility exists as of the first of a month during which child/children become eligible, aid shall be granted from the date on which eligibility is shown.

#### b. Adjustments due to changes in income.

"Current month" refers to current calendar month.

Counties shall set up procedure to effectuate adjustments in the amount of the grant due to changes in income in the month following the current month. In no event shall a decrease in the grant be effective later than the first of the second month following the current month. To effect an increase in the grant, the adjustment must be made within the month following the current month. (Department Bulletin 66-B)

In case the receipt of income is not discovered within the time limits indicated and upon discovery it is found that the aid paid, together with income received, exceeded the needs as determined for the Family Budget Unit, no reimbursement shall be required unless or until the recipient has resources other than the AWC grant and income required to meet the budgetary deficiency of the Family Budget Unit. Action under Section 1506 of the Welfare and Institutions Code is open to the county if there is indication that aid has been secured by fraudulent device.

### 2. Acceptable Procedures in Making Adjustments Due to Changes in Income.

- a. A procedure whereby the adjustment in the grant during the month following the current month is based on the income received during the current month, or
- b. A procedure whereby the adjustment in the grant during the month following the current month is based on income received during a thirty-day period beginning not later than the sixteenth of the month preceding the current month. For example, if the county establishes the "income determination period" as the thirty days between the sixteenth of the month preceding the current month and the fifteenth of the current month, the procedure which is outlined herewith would be in order.

The county, with the required participation of the recipient, would evolve procedure whereby changes in the financial situation of the family, including changes in income received during the "income determination period" would be reported to the county office promptly following the fifteenth of the current month in order to effect a change in the grant the first of the following month, if possible, provided an adjustment is indicated.

#### Adjustments.

The income received during the "income determination period" would be considered in determining the amount of the grant. The grant in the amount so determined would be made the first of the month following the current month, if possible.



If a change in the amount of aid is indicated due to income received during the "income determination period" and it has not been possible to make the change in the grant for the month following the current month, these adjustments are possible.

1. If the amount of the warrant issued is in excess of the need as determined for the individual family, accept a refund from the recipient for the over-payment prior to the close of the month following the current month.
2. If the amount of the warrant issued was less than the amount required to meet the needs as determined for the individual family, issue a supplemental warrant prior to the close of the month following the current month.

Example: Mrs. J's budget for herself and three children is \$92.50. She receives \$25 net contribution from her daughter, age 22, and \$67.50 ANC to meet the deficiency. On the 16th of September, Mrs. J. reports that the daughter was married and left the home on September 12 and is no longer able to assist. This is verified by the notice of the daughter's marriage and a statement from the daughter. An increase in ANC of \$25 is approved effective October 1, 1942, to meet the budget for the family unit.

On October 16, Mrs. J. reports receiving a first payment of OASI of accumulated benefits in the amount of \$120 on October 2 and that the monthly payments will continue at \$32.50. ANC is discontinued as of the end of the current month, October 31, because of the receipt of excess income.

No aid is granted for the month of November.

ANC is restored December 1 at \$60 to make up the deficit in the budget, taking into consideration the OASI monthly benefits of \$32.50.

Example: Household consists of mother and 3 children eligible to ANC, and one child over 21. The budget is determined at \$100, the net contribution from daughter \$15, deficit in ANC, \$85. Work in the cannery season for mother and daughter begins in May and lasts until October. Earnings vary each month. The record indicates that the family owns their home which is in need of repairs estimated at \$50. It is agreed that summer earnings may be used toward this special need. \$10 a month will be added to the budget to cover the monthly cost.

On June 16, Mrs. B. reports her earnings of \$50 for the income determination period (5/15 to 6/15). Net contribution from daughter is \$20. The budget has been increased \$110 to include payment on repairs; therefore, the deficit is shown as \$40 and the grant in this amount is issued July 1, 1941.

On June 16, Mrs. B. reports her earnings of \$50 for the income determination period (5/15 to 6/15). Net contribution from daughter is \$20. The budget has been increased to \$110 to include payment on repairs; therefore, the deficit is shown as \$40 and the grant in this amount is issued July 1, 1941.

On July 16, Mrs. B. reports income including net contribution from daughter at \$90. The August ANC grant is therefore issued for \$20 to make up the deficit.

On August 16, Mrs. B. reports on income of \$120. ANC is discontinued August 31, 1941, as income meets the budget of \$110. The family is

self-supporting in September and October. In November, restoration is requested inasmuch as the income for October is \$50 and aid is restored November 1 in the amount of \$50 to meet the budgetary deficiency.

- c. In cases where the income fluctuates in small amounts from month to month, the average over a three months' period may be used as a basis for a change in the grant in the following month in the amount that the average so determined exceeds the need. If the average over such three months' period approximates the deficiency, no change in the grant is required.



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WASHINGTON BUILDING  
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE  
DAVID HEWES BUILDING  
995 MARKET STREET

EARL WARREN  
GOVERNOR

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE

MISS MARTHA A. CHICKERING  
DIRECTOR

Sacramento  
April 2, 1943

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DEPARTMENT BULLETIN NO. 210

TO: COUNTY BOARDS OF SUPERVISORS  
COUNTY WELFARE DEPARTMENTS  
COUNTY AUDITORS

Subject: Statement of Policy to Accompany  
Attorney General's Opinion NS4769

This policy was adopted by the Social Welfare Board at its meeting on March 24, 1943. It revises Manual Sections 131-05, 132-30, 132-52, 141-00, 141-05, 141-10, and 144-10, which will be issued shortly.

According to Attorney General's Opinion NS4769, the real or personal property in an undistributed estate is considered as the property of the applicant or recipient under the following conditions:

1. Real property in an undistributed estate is considered the property of the applicant or recipient only when the property is available to the applicant or recipient prior to distribution of the estate.
2. Personal property in an undistributed estate is considered to be the personal property of the applicant or recipient when:
  - a. The property is in fact personal property
  - b. And the property is available to the applicant or recipient prior to distribution of the estate.

Very sincerely yours,

*Marttha A. Chickering*

MARTHA A. CHICKERING, Director  
Department of Social Welfare

Attach.

(Authority: Sections 1520, 1521, 2163, 2164, and 3047 of the Welfare and Institutions Code)

Property  
Fee

2163  
2164  
2165

San Francisco, March 11, 1943

Honorable J. H. O'Connor  
County Counsel  
Suite 1100 Hall of Records  
Los Angeles, California

Dear Mr. O'Connor:

This letter is in reply to your communication of February 24, 1943, in which you request this office to review its opinion No. NS3577 rendered on June 12, 1941 and addressed to the Department of Social Welfare.

The questions propounded by the Department of Social Welfare and which were answered in the opinion referred follow:

"1. Upon the death of a person of whose property a recipient of Aged, Blind or Children's aid is an heir, legatee or devisee in an amount when added to his other property holdings is in excess of the limitations set forth in the Welfare and Institutions Code, must aid be discontinued at once?

"2. If Aid must not be discontinued at once, may it continue until the actual distribution of the interest of the recipient?

"3. Should any distinction be made between the recipient being an heir and his being a legatee or devisee? In other words, may aid continue if the recipient is a legatee or devisee until the will of the decedent is admitted to probate?"

In our reconsideration of the problems presented by the Department we come to the following conclusions:

Section 2163 of the Welfare and Institutions Code, in referring to aged aid, provides in part as follows:

"No aid under this chapter shall be granted or paid to any person who owns personal property the value of which exceeds five hundred dollars."

Section 2164 of the Welfare and Institutions Code provides:

"No aid under this chapter shall be granted or paid to any person who owns real property the assessed value of which, as assessed by the county assessor, exceeds three thousand dollars at the time such person makes application for aid."

Sections 1520 and 1521 of the Welfare and Institutions Code refer to aid to needy children and read as follows:

1-NS4769



"1520. No aid under this chapter shall be granted or paid to any child who owns, or whose parent owns real property, the combined assessed value of which as assessed by the county assessor exceeds \$3,000.00 at the time application for aid is made, or while in receipt of such aid."

"1521. No aid under this chapter shall be granted or paid for any orphan child who has cash or securities, the total value of which exceeds two hundred fifty dollars, nor for any child or children in one family who have, or whose parents have, or the child or children and parents have, cash or securities the combined value of which exceeds five hundred dollars."

Section 3047, referring to needy blind aid, reads in part as follows:

"Aid shall not be received under the provisions of this Chapter by any person who owns personal or real property, or both, the county assessed valuation of which, less all encumbrances thereof of record, is in excess of three thousand dollars."

In each of the sections above quoted the test for determining eligibility for aid is whether a person "owns" property of a value in excess of the amounts specified except that in Section 1521 the word "has" is used.

It is pointed out by the Department of Social Welfare that if the view is taken that a recipient owns property in an estate within the meaning of the above sections, prior to the distribution of the estate when he is the heir, legatee or devisee of the estate, hardship may result in cases where a recipient is unable to dispose of his interest, in that aid under such a construction would necessarily be discontinued if such assets would render him ineligible. On the other hand, if the view is taken that the recipient does not own the property until distribution to him, a recipient may become an heir, devisee or legatee of property of great value and yet continue to receive aid for many months pending distribution of the estate.

In interpreting the words "owns" and "has" as these words are used in the quoted section, we must keep in mind the general purpose of the public assistance legislation in which the words are used. This legislation has for its purpose the assistance of needy persons.

There are sections of the Probate Code of this State (Sec. 28, 124, 300) which have been interpreted to hold that the property, both real and personal, of an intestate passes immediately upon his death by the operation of the law of inheritance subject, however, to the control of the Probate Court and the possession of any administrator appointed by that court for the purpose of administration. Such property may be sold, if need be, to satisfy the debts of the deceased, inheritance taxes and the expenses of administration, and the devisee never realize anything by reason of the bequest. The possession and control of the court and the administration may continue for an indefinite period. The sections of the Probate Code just referred to are not part of the public assistance statute, nor were they intended to be used as guides in the administration of such law. These code sections were enacted so as to provide systematic rules for the devolution of the "title" to property.

Having "title" to property is not the same as "owning" property. The word "title" is a technical term. One may have "title" to property and not "own" it and may "own" but not have "title" to it.

1. The first step in the process of the investigation is the identification of the problem. This is done by the investigator who is assigned to the case. The investigator will then gather information about the problem and the people involved. This information will be used to determine the cause of the problem and to develop a plan of action.

1982-1983



A "needy aged person" or a "needy blind person" or a "dependent child" would receive little sustenance from the mere "title" to property which he or she could not possess and control.

Webster defines the term "own":

"To take or get possession of; to acquire or appropriate."

Under the Civil Code of this State, sec. 654, the legislature has defined "ownership" so as to include the concepts of "possession" and "control".

"The ownership of a thing is the right of one or more persons to possess or use it to the exclusion of others. In this code, the thing of which there may be ownership is called property."  
(Civil Code, sec. 654).

The proposition that the term "ownership" must be interpreted in the light of the circumstance and subject matter surrounding its use in any particular statute is sustained in the case of

Pacific Coast Bank v. Roberts,  
16 Cal. (2nd) 800

where the Supreme Court of this State held:

"The term 'owner' is generic and being of general application is therefore frequently applied to one having an interest in or claim upon property less than the absolute and unqualified title. (Prudential Ins. Co. v. Kraschel, 222 Iowa 128, 266 N.W. 550). The term frequently depends for its signification upon the connection in which it is used and may concededly include one not holding the legal title (RCA Photophone, Inc. v. Huffman, 5 Cal. App. (2d) 401 (42 Pac. (2d) 1059). While it has been held that a mortgagee is an 'owner' within a tax redemption statute (Blain County Bank v. Noble, 55 Okl. 361 (155 Pac. 532, 534)), the converse also has been held. Mixon v. Stanley, 100 Ga. 372 (28 S. E. 440, 441). A mortgagee has been held to be an owner within the meaning of eminent domain or condemnation statutes. (Houston etc. Ry. Co. v. Tyrrell, 128 Tex. 248 (98 S.W. (2d) 786, 793, 108 A. L. R. 1508); National Assn. v. Arroyo etc. Dist., (Tex. Civ. App.) 110 S.W. (2d) 150.) But a mortgagee has been held not to be an owner within the meaning of a mechanic's lien law and therefore not entitled to notice of suit upon a lien claim. (Cornell v. Conine-Eaton Lumber Co., 9 Colo. App. 225 (47 Pac. 912).) Other illustrations could be cited but sufficient has been said to establish that the precise meaning of the word 'own' or 'owner' when not modified by other words indicating either qualified or absolute ownership, depends upon the subject-matter and the circumstances surrounding the subject-matter and the parties. (PCA Photophone Inc. v. Huffman, supra; Prudential Ins. Co. v. Kraschel, supra; Bare v. Cole, 220 Iowa 336 (260 N.W. 338 .) Thus while in the State of Iowa it has been held that a mortgagee is an 'owner' under the ordinary tax redemption statute (Land v. Wright, 121 Iowa 376 (96 N.W. 902, 100 Am. St. Rep. 362)) it has also been held that a junior mortgagee, who

had foreclosed and obtained a sheriff's deed and reserved a deficiency judgment prior to foreclosure by a senior mortgagee, was not entitled to an extension of the period of redemption from the sale under the senior mortgage, since such junior mortgagee was not an 'owner' within the meaning of emergency legislation relating to the extension of the redemption period from sale under a mortgage on application of the owner of the land. (Equitable Life Assur. Sec. v. Kramer, 218 Iowa, 80 (253, N.W. 809).) The court declared in the case last cited that 'The undoubted objective of the legislation is to extend grace to the owner or debtor as between him and his creditor and to protect as far as possible status quo between the parties and to defer for a brief time the debtor's ejection from the premises.'

The effect of the foregoing cases is, therefore, that a mortgagee may be an owner within the meaning of redemption statutes generally, but he is not such an owner as may benefit by emergency legislation enacted specifically to defer the dispossession of landowners by extending the owners' time for redemption. This must likewise be the result in the present controversy. That is, while the plaintiff as mortgagee may be entitled to redeem under the general and unrestricted language of section 47 of the California Irrigation District Act, it may not be recognized as an owner within the meaning of special emergency legislation which purports to extend exclusively to landowners certain privileges and moratoria in the matter of redemption of their delinquent lands. An interpretation of the emergency statutes by giving effect to the language actually employed without interpolation is in accordance with the declared legislative objective. The mortgagee, on the other hand, was not deprived of the right open to it to redeem under the general statute, section 47 of the Irrigation District Act." (805-7)"

As we have said, the general purpose and intent of the public assistance laws is to grant aid to certain "needy" persons. The particular sections of the public assistance laws under consideration (W. & I. Code, secs. 2163, 2164, 1520) were enacted in order to prevent persons who, in the opinion of the legislature, "owned" property sufficient to provide themselves with the necessities of life from receiving aid intended for those in need.

The public assistance statutes must, of course, be liberally construed to the end that the legislative intent shall be achieved.

If property devised or bequeathed to a needy individual is in the possession and under the control of an administrator and the probate court, it cannot be said that the devisee or legatee has the "possession" or "control" necessary to permit him to use the same for his support and maintenance. He does not "own" nor "has" he the property within the contemplation of the public assistance laws here under consideration. In short he cannot be said to "own" the property until the same is or can be made available to him for his use either upon distribution of the estate, or otherwise.

Accordingly the questions set out herein are answered as follows:



- (1) - The answer is no;
- (2) - The answer is yes, unless the property is available to the recipient prior to distribution, in which event aid should be discontinued;
- (3) - The foregoing answers dispose of the third question.

1941. This opinion supersedes our opinion NS3577, bearing the date of June 12,

Yours very truly,

ROBERT W. KENNY, ATTORNEY GENERAL

by:

CLARENCE A. LYNN,  
DEPUTY ATTORNEY GENERAL

CAL:ml

RWK  
IMP

5-NS4679

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Earl Warren  
Governor

STATE OF CALIFORNIA

## Department of Social Welfare

MISS MARTHA A. CHICKERING  
DIRECTOR

Sacramento, California  
March 16, 1943

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1815 REDWOOD HIGHWAY SOUTH  
SANTA ROSA

BEN KOENIG  
1680 NORTH VINE STREET  
LOS ANGELES

IN REPLY PLEASE REFER  
TO:

HANDBOOK LETTER No. 5

You receive herewith Civilian War Assistance Revisions 1 and 2. This material is to be entered in your copy of the War Services Handbook, and the revision numbers cancelled on the separators for the revised chapter.

This revision contains additional information from the Federal Social Security Board.

Statements contained in the Handbook take precedence over same material previously released in bulletins.

FOR VICTORY



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STATES  
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BONDS  
AND STAMPS



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Earl Warren  
Governor

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Sacramento  
April 22, 1943

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LOS ANGELES

Hon. Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

IN REPLY PLEASE REFER  
TO:

Dear Mr. Jordan:

Attached are three copies of regulations, currently effective, made by the State Department of Social Welfare.

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

*Martha A. Chickering*  
MARTHA A. CHICKERING, Director 23 m  
Department of Social Welfare

1943 APR 23 PM 4 33

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Encls.

FILED  
in the office of the Secretary of State  
of the State of California  
APR 23 1943  
FRANK M. JORDAN, Secretary of State  
By *Chris J. Kayatz* Deputy

FOR VICTORY



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EARL WARREN  
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

MISS MARTHA A. CHICKERING  
DIRECTOR

Sacramento  
April 5, 1943

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1297

MANUAL LETTER NO. 34

You receive herewith Welfare Personnel Chapter, Revision 28, Age Chapter, Revisions 6 and 7, Classification Chapter, Revisions 3, 4, and 5, Fair Hearing Chapter, Revision 3, Statistical Procedures Chapter, Revisions 8, 9, and 10, and Financial Procedures Chapter, Revisions 1, 2, and 3. This material is to be entered in your copy of the Manual of Policies and Procedures, and the revision numbers cancelled on the separators for the revised chapters.

These revisions were adopted by the SSWB on February 24, 1943, with the exception of Section 107-65, which was adopted on December 17, 1942. All revisions become effective immediately. All actions by boards of supervisors on Applications and Notices of Change 90 days from the date of issuance of these revisions shall be in accord with them.

Your attention is directed particularly to the following:

Secs. 107-65, 107-80, and 107-85 provide additional information regarding the search of draft board records, U. S. Adjutant General's office records and census records.

Secs. 191-10 and 193-20 have been changed due to Attorney General's Opinion No. NS-4527, issued January 4, 1943, which states that in certain situations final decree of divorce should be used instead of interlocutory decree of divorce.

Sec. 325-75 has been revised because under certain conditions the counties may now grant retroactive aid.

Sec. 510-00 through Sec. 542-00 are to be substituted for Sec. 510-00 through Sec. 560-00. These are revised for clarification. The only change in reporting procedures is set forth in Sec. 542-00.



Sec. 542-00, Part C, is revised in accordance with instructions previously issued in Department Bulletin No. 205.

Sec. 626-45 is a new section setting forth department policy previously issued in Bulletin No. 106-C.

Sec. 626-50 adds information as to the filing of supplemental aid claims when retroactive aid is paid.

Sec. 627-10 has been changed to show the maximum amount of State and Federal participation in ANC cases due to the Supreme Court Decision #18249, August 4, 1942.

Sec. 627-20 has had BHI form numbers added.

Statements contained in the Manual take precedence over same material previously released in bulletins.

**107-50 Sec. 107-50 Birth Date Established by Court Action**

OAS; ANB; ANC

H &amp; S C Sec. 10600

The Superior Court may establish the birth date of any person. For instance, in a case where inheritance might depend on such date and the Court has taken action, this date must be accepted as official. The Court record establishes the proof. This is the only legal way in which the birth of a person more than one year of age has been registered in California since 1915. After the Court has rendered a decision, the record is filed with the State Registrar of Vital Statistics. Certified copies of the record may be secured at any time.

**107-55 Sec. 107-55 Baptismal Records as Age Evidence**

OAS; ANB; ANC

W &amp; I C Secs. 103, 103.5, 103.6, 1560, 2140, 2141, 3075, 3460

An original or certified copy of a baptismal record is acceptable proof of age. A statement secured from the church record must show:

1. The name of the person baptized.
2. The date of the baptism.
3. The age of the person at date of baptism. In ANC, the exact date of birth must appear on the baptismal certificate.
4. The source and date of the record.

Such a statement must be on the letterhead of the church organization, or bear the church seal. It must be signed by the clergyman or the clerk having charge of the church records.

An affidavit signed by the clergyman or other church official is satisfactory when the items listed above are included.

A "Blessing Certificate" from a church of the Latter Day Saints (Mormon) is satisfactory if the above information is included in it.

Baptismal records have no greater value than other church records of recent date if baptism took place during adulthood. Baptismal certificates in ANC should be one or two years old if possible. Supporting evidence to further substantiate the baptismal record should be in the county record if older children are baptized immediately prior to application for aid.

**107-60 Sec. 107-60 Church Records as Age Evidence**

OAS; ANB; ANC

W&amp;IC Secs. 103, 103.5, 103.6, 1560, 2140, 2141, 3075, 3460

Other church records may contain information regarding the age of the applicant; e.g., confirmation, membership or marriage records. Confirmation records are kept by some churches, notably the Catholic, Lutheran, and Jewish.

Some of the long established denominations have church membership records extending back for many years. A statement should be secured from the church record, on the letterhead of the church organization. It should be signed by the clergyman or the clerk having charge of the church records, or it should bear the church seal. The statement should contain the following:

1. Name of person.
2. Source of record.
3. Date of record.
4. Age of person as given on record.



Table II. BEGINNING DATE OF BIRTH AND DEATH RECORDS FOR EACH STATE\*

Name of State	Deaths	Births
Alabama	1908	1908
Arizona	1909	1909
Arkansas	1914	1914
California	1905	1905
Colorado	1907	1907
Connecticut	1897	1897
Delaware	1881	1881
District of Columbia	1855	1871
Florida	1877	1865
Georgia	1919	1919
Idaho	1911	1911
Illinois	1916	1916
Indiana	1900	1907
Iowa	1880	1880
Kansas	1911	1911
Kentucky	1911	1911
Louisiana	1889	1870
Maine	1892	1892
Maryland	1898	1898
Massachusetts	1850	1850
Michigan	1867	1867
Minnesota	1900	1900
Mississippi	1912	1912
Missouri	1910	1910
Montana	1907	1907
Nebraska	1905	1905
Nevada	1911	1911
New Hampshire	1881	1881
New Jersey	1848	1848
New Mexico	1919	1919
New York	1880	1880
North Carolina	1914	1914
North Dakota	1908	1908
Ohio	1909	1909
Oklahoma	1917	1917
Oregon	1903	1903
Pennsylvania	1906	1906
Rhode Island	1852	1852
South Carolina	1915	1915
South Dakota	1905	1905
Tennessee	1914	1914
Texas	1903	1903
Utah	1905	1905
Vermont	1857	1857
Virginia	1912	1912
Washington	1907	1907
West Virginia	1917	1917
Wisconsin	1850	1840
Wyoming	1909	1909

\* Records are on file for the entire State from the date given.

107-70 **Sec. 107-70 Marriage Records as Age Evidence** W&IC Secs. 103, 103.5, 2140, 2141, 2162  
OAS

Information as to age on the original marriage license or certificate, a certified copy of same, or a statement of information contained in official records on the letterhead of the proper official and signed by him may be accepted. While the age evidence contained in such records may be accurate, there is a possibility that the age may have been understated, or, in the case of very young people, overstated.

If the record states that the applicant was "of age" at the time of marriage, and the applicant is a man, it is assumed that he had reached the age of twenty-one years, while if the applicant is a woman it is assumed that she had reached the age of eighteen years. However, the legal requirements as to majority at the time and place of the marriage should be considered. If age is recorded as "over 21", it is assumed that the age of twenty-one had been reached on the day of marriage. (See Sec. 109-05, Newspaper Records as Age Evidence.)

Some marriage records neither give the age of the participants nor state that they were "of age," or over a certain age when the marriage took place. The possibilities of the marriage of children under the minimum age can not be ruled out entirely, but in the absence of information or circumstances which raise doubt regarding the minimum age at the time of marriage it may be assumed that the wife had reached her twelfth birthday and the husband his fourteenth birthday by the day of the marriage.

107-75 **Sec. 107-75 School Records as Age Evidence** W&IC Secs. 103, 103.5, 103.6, 1560, 2140,  
OAS; ANB; APSB; ANC 2141, 2162, 3075, 3460

A statement of age as shown in a school record is acceptable evidence when the statement is made on the school's forms or letterhead, is signed by the proper school authority, and includes the name of the person for whom aid is requested, his age, and the date age was recorded. Such records must be at least two years old in OAS and in ANC.



**Sec. 107-65 U. S. Census Records as Age Evidence** W&IC Secs. 103, 103.5, 2140, 2141, 2162 107-65  
OAS

The OAS law provides that census records used to establish age must have been taken at least five years prior to the date of application.

Statements of individuals are the basis of census records. These are not made under oath and frequently are made by other than the person enumerated. When the information in the census record appears to have been given by the applicant, or by his parent, and the record establishes that the age of 65 has not been reached, this information can be refuted only by evidence to the contrary. If it is clear from the census that the age information was given by other than the applicant or his parent, a reasonable explanation for the variance may be accepted. The county should give greatest weight to the evidence that appears to be most accurate. Corresponding evaluation and judgment is necessary if the preponderance of evidence indicates a younger age, whereas the census record establishes that the age of 65 has been reached.

A census report should be requested only when other satisfactory evidence is not available, and then only on the form recommended by the U. S. Bureau of Census. The form should be completed by the applicant or by someone who will exercise great care in securing accurate information from him and must bear the signature of the applicant. In filling out the form on which requests for information are made, it is important to give the exact address, including number, street name or names of cross streets between which house was located, precinct, post office, township, town, city, county, or other local subdivision, and all spellings of the name or names involved. If living with parents at the time the census was taken, the names of the parents should be shown, and if living with other than parents, the head of the household should be shown.

A fee of \$1.00 shall accompany each request for a search of the census records. Requests for a search are handled in the order that the requests are received and there will be a delay of several weeks. An immediate search is made if the request is accompanied by a fee of \$3.00 which covers the cost of a special search. The fee for a search of the census records is a proper administrative expense, subject to Federal matching, to be borne by the county. A money order drawn on Washington, D. C., and made payable to the Treasurer of the U. S. shall be sent to the Census Bureau with the request. These fees cannot be refunded if the information is not located.

The first United States census was taken in 1790 and has been repeated at ten-year intervals since that date. Records from 1790 to 1870 are open to the public. Records from 1900 on are confidential and are available only to the individuals concerned, their legally appointed guardians, or to agencies or persons authorized by the individuals concerned to secure the information from the Census Bureau. The records vary in form and adequacy. All of the schedules, except that of 1900, are arranged by the year, the State, the geographical subdivision, and the exact address. They are not arranged alphabetically. Therefore, in order to secure evidence of age from the census of any year, except 1900, it is necessary to have the exact address of the applicant at the date the census was taken.

The Censuses of 1880, 1900 and 1920 are indexed by states. Complete information from these three censuses should be given special attention in filling out the application. Other files which are most nearly complete and adequate are those of 1870 and 1910, in the order given. The schedules for the year 1890 were damaged by fire and are not available for use.

Records which show the names and the ages of all members of the family are:

June 1, 1850  
June 1, 1860  
June 1, 1870

June 1, 1880  
June 1, 1900  
April 15, 1910

January 1, 1920  
April 1, 1930

A search will be made of the 1900 schedule whenever possible as the information will be most readily available for that year. Data for other census dates should be included, however, as certain facts may have to be corroborated.

- 107-90 **Sec. 107-90 Military or Government Pension as Age Evidence** W&IC Secs. 103, 103.5, 2140, 2141, 2162  
OAS

If the applicant has been in military or government service, his pension or retirement record would establish his age. If he is the child of a Civil War veteran, old military records of his father may show his age.

- 107-92 **Sec. 107-92 Federal Old-Age and Survivors Insurance Records as Age Evidence** W&IC Secs. 103, 103.5, 2140, 2141, 2162  
OAS

The Bureau of Old-Age and Survivors Insurance will, upon request, give the birth date of an applicant for or recipient of such benefits after the Bureau has verified the information according to its own requirements.

- 107-95 **Sec. 107-95 Homestead Papers as Age Evidence** W&IC Secs. 103, 103.5, 2140, 2141, 2162  
OAS

Age requirements for filing homestead papers have varied with the states at different periods. When information is available as to the minimum age requirement in the particular locality at the time the homestead papers were issued, these may be used to establish age of the applicant.

- 108-00 **Sec. 108-00 Naturalization Record as Age Evidence** W&IC Secs. 103, 103.5, 2140, 2141, 2162  
OAS

Usually, if the applicant is a naturalized citizen, he has in his possession his final papers, called the certificate of naturalization. The age as given on the papers may be considered sufficient proof. If the age is not given, it may be assumed that the person was 21 on the date he received his certificate of naturalization. The first papers may have been issued before he was 21.

Official letters from the Immigration and Naturalization Service of the United States Department of Justice, or from the clerk of the Court in which naturalization took place, giving age as shown in their records and the date on which it was recorded are acceptable.

The certificate of naturalization issued to the father of minor children may show the names and ages of the minor children also. However, this information has not always been included. (See Sec. 117-40, Proof of Naturalization.)

- 108-05 **Sec. 108-05 Immigration Records as Age Evidence** W&IC Secs. 103, 103.5, 2140, 2141, 2162  
OAS

Records of the Immigration and Naturalization Service of the U. S. Department of Justice, which show the date of entry and the age of the applicant at that time, may be accepted. Records regarding detention, quarantine, or deportation in which age was recorded may also be available.



**Sec. 107-80 Military and Naval Records as Age Evidence** W&IC Secs. 103, 103.5, 2140, 2141, 2162 **107-80**  
OAS

Enlistment or discharge papers of the National Guard, Army, or Navy may establish age. In evaluating them, consideration shall be given to possible motives for misstatement.

During the present national emergency, the U. S. Adjutant General's office of the War Department has requested that inquiries be limited to those in which all other sources of evidence have been exhausted. The same limitation should apply to inquiries directed to the Bureau of Navigation, Navy Department and Marine Corps, Navy Department.

These offices will endeavor to reply to inquiries received when it is indicated that efforts to secure verification through other available sources have proven unproductive. In all inquiries, give the full name of the individual about whom the inquiry is made, state as accurately as possible the dates of service, places of enlistment and discharge, organization and rank, date and place of birth.

The State Adjutant General, State Office Building, Sacramento, has certain age data from military records on file. That office has a record of age, but not the birth date, of men claiming California residence who enlisted and served in World War I. Records containing the birth date, residence and occupation of men who enlisted in the National Guard in California both subsequent and prior to 1918, or who enlisted in California for the Spanish-American War and Mexican Border service are on file. Information is not available on age or citizenship of men who registered in 1918 draft but were not inducted into service. No data from naval records is on file in the State Adjutant General's office.

When requesting information, give, if known, the place of enlistment, the unit of assignment and name of commander of the unit.

**Sec. 107-85 Draft Board Records as Age Evidence** W&IC Secs. 103, 103.5, 2140, 2141, 2162 **107-85**  
OAS

Records of the U. S. Adjutant General on file in Washington, D. C., for those registered in the Selective Draft of World War I show a record of age. The age of parents of registrants was also recorded. As all records are filed by Draft Board, it is necessary to give the address of the person at the time he registered, when requesting information. The application must contain the full name as given by the registrant, date and place of birth, permanent residence at time of registration and name of city or town where registered. All requests must be accompanied by the registrant's signed statement authorizing release of information. For restriction on inquiries, see Sec. 107-80, Military and Naval Records as Age Evidence.

A fee of one dollar remitted by postal money order and made payable to the Treasurer of the U. S. must accompany the application to pay the cost of a search of these records. This charge is a proper administrative expense for the county and is subject to Federal matching.

**191-00 Sec. 191-00 Definition of Needy Child** W&IC Secs. 1500, 1523, 1560**ANC**

A needy child is a child under the age of 18 years for whom adequate care, as determined by the county in accordance with the basic standard for ANC, is not available.

No child for whose support the sum of \$25 or more per month is paid other than under the provisions of the ANC Law is a needy child within the meaning of the law.

For purposes of ANC a minor child is one under the age of 18 years. (See Sec. 105-15, Age, ANC Law, and Sec. 105-20, Limitations on Age.)

In the discussion of classification which follows, the word "child" means a needy minor child as defined above.

**191-10 Sec. 191-10 Determination of Parentage** CIV. CODE Secs. 84, 144, 145, 85, 193, 194, 195, 215, 230, 231 W&IC Sec. 1560**ANC**

The parentage of a child or children shall be established as a basic factor in the determination of classification.

1. Unless there has been a previous verified undissolved marriage, parentage may be established by the marriage certificate, together with birth evidence showing parentage of the child. This includes children born subsequent to, but conceived before, marriage if parentage as claimed appears on birth evidence. If the birth evidence does not show parentage as claimed, there must be further evidence to explain the discrepancy. The parentage of an adopted child is established by the adoption papers.
2. When there is no claim of marriage, or it has not been possible to verify marriage as claimed, satisfactory evidence to establish the claim of parentage shall be secured. Any one of the following is considered as satisfactory evidence:
  - a. The written statement of both parents acknowledging parentage;
  - b. When a man whom mother claims is father is dead, or can not be located for a statement, or it is not possible to secure a statement from him, at least one of the following types of evidence shall be obtained:
    - (1) Continuous social agency record supporting validity of claim of parentage; that is, that parents had maintained a home over the necessary period, were known in the community as parents of the child, etc.; or
    - (2) Public records, such as school, hospital or clinic records, insurance forms, or other such records where man had signed as father, or furnished the recorded information; or
    - (3) Written statement of third person having knowledge that parents lived together over necessary period, or to whom father made direct admission of paternity;
  - c. Court findings establishing paternity, if such findings already exist;
  - d. Court order to support as father of the child/children.
3. When a mother makes application for ANC stating that the child/children are born of a man other than her husband from whom she has not received a final decree of divorce, or for a child born within ten months of the granting of a final decree of divorce, satisfactory evidence shall be secured to show that the husband is not the father of the child/children. Evidence to support the mother's claim and refute the legal presumption that the husband is the father of the child/children shall include the mother's affidavit, and
  - a. Factual evidence that the husband could not be the father, such as:
    - (1) Public record of imprisonment or institutional confinement for more than ten months immediately preceding birth of child;
    - (2) Passport information verifying date of departure or re-entrance into country, showing that he could not have been present at time of conception;
    - (3) Record of military service in foreign country showing that he could not have been present at the time of conception;
    - (4) A physician's signed statement establishing impotency of the husband;
    - (5) Court determination that the husband is not the father of the child;
    - (6) Court determination that the husband can not be charged with the support of the child because the evidence is insufficient to prove that he is the father of the child;
    - (7) Blood grouping test which eliminates the legal husband by showing that he is of a different blood grouping than the child.

Or,

- b. Affidavit of the husband denying the presumption that he is the father, and setting forth a valid reason why he is not the father. (In exceptional instances, where it is



**Sec. 190-05 Provisions of ANC Law Relating to Classification**  
ANC

190-05

"Needy children" under the ANC Law are the following needy persons under the age of 18 years: orphans, half-orphans, abandoned children, children of a father who is incapacitated for gainful work by permanent physical disability or is suffering from tuberculosis in such a stage that he can not pursue a gainful occupation. (W. & I. C. 1500.)

No child for whose specific support there is paid the sum of \$25 or more per month, other than under the provisions of the ANC Law, is a needy child within the meaning of the ANC Law. (W. & I. C. 1523.)

An "abandoned child" means one who has been abandoned by both parents for a period of one year and the whereabouts of his parents is unknown; or who has been declared "abandoned" by finding of a court. (W. & I. C. 1501.)

An "orphan" includes a foundling. A "foundling" means a child deserted by both parents without means of identification. (W. & I. C. 1501.)

A "half-orphan" includes:

1. A child who has been deprived of the father's support or care by reason of his continued absence for a period of at least three years and the whereabouts of whose father during the three years preceding the date of application for aid is unknown, and for whose father a warrant on a failure-to-provide charge has been issued;
2. A dependent illegitimate child whose paternity has not been acknowledged or legally established;
3. A child of a parent who is committed to a State or Federal hospital or who has been deprived of civil rights by reason of commitment to any prison, whether of this or any other State or of the United States. (W. & I. C. 1501.)

When the right of any child to receive State aid, county aid, or State and county aid, depends upon the presumptive death of a parent of the child, any person interested in the welfare of the child may file in the superior court of the county in which the child resides a petition setting forth the facts giving rise to the presumption that the parent is dead and praying that such presumption of death be judicially ascertained and established by the court. (W. & I. C. 1570.)

The clerk shall set the petition for hearing by the court not less than ten days subsequent to its filing, and unless the petition is filed by the district attorney, shall deliver forthwith a copy of the petition, to be furnished by the petitioner, to the district attorney of the county. To this copy there shall be appended, or there shall be indorsed thereon, a statement of the time and place fixed for the hearing. (W. & I. C. 1571.)

The court shall hear the petition and all objections interposed thereto. If, as a result of the hearing, the court is satisfied that the evidence adduced in support of the petition is sufficient to establish the presumption that the parent of the child is dead, it shall make an order adjudging such parent to be presumptively dead. The clerk shall not charge or collect any fee for filing the petition or for any other service rendered by him under the provisions of Part II, Chapter I, Article 5, W. & I. Code. (W. & I. C. 1572.)

A petition under this article once heard and denied shall not be renewed in the same or any other court except upon the ground of newly discovered evidence. Any subsequent petition shall contain a recital of the former presentation and denial of a similar petition, and shall distinctly set forth a statement of the newly discovered evidence. (W. & I. C. 1573.)

In proceedings for the establishment of the fact of death or for the appointment of a guardian for a child entitled to aid under this chapter, the district attorney shall perform all necessary legal services as a part of his official duties and without cost. (W. & I. C. 1574.)

192-00 **Sec. 192-00 Classification of Orphan (W.O.)** W&IC Secs. 1500, 1501, 1560  
ANC

An orphan is a child whose parents are both deceased. For purposes of ANC, a foundling is considered an orphan. A foundling is a child deserted by both parents without means of identification. The affidavit of the person who discovered the foundling usually establishes the classification. Such affidavit shall include the circumstances of the finding and, if possible, the date of discovery.

193-00 **Sec. 193-00 Classification of Half-Orphan (H.O.)** W&IC Secs. 1501, 1560  
ANC

Children may be considered half-orphans under the ANC Law when any of the following conditions exists:

1. One of the parents of the child is dead, or is declared to be presumptively dead. (See Secs. 193-10, Classification of Half-Orphan, Parent Deceased and 193-12, Classification of Half-Orphan, Presumptive Death Established.)
2. The child has been deprived of the father's support or care by reason of his continued absence for a period of at least three years and a failure-to-provide warrant has been issued for the father. (See Sec. 193-15, Classification of Half-Orphan, Whereabouts of Father Unknown.)
3. The paternity of a dependent illegitimate child has not been acknowledged or legally established. (See Sec. 193-20, Classification of Half-Orphan, Dependent Illegitimate Child.)
4. The parent of the child has been committed to a State or Federal hospital or prison in this or any other State. (See Sec. 193-30, Classification of Half-Orphan, Parent Committed to Institution.)
5. The child is adopted by one person. (See Sec. 193-40, Classification of Half-Orphan, Adoption by One Person.)

The various aspects of this classification are discussed in the following sections.



shown that a sworn statement of the parents is not obtainable, their statement in writing will be acceptable.)

Or,

- c. (Acceptable only if evidence under "a" or "b" is not obtainable.) Affidavit of third person based on his knowledge that the husband is not the father and giving his reason therefor.
4. When a relative or some other person standing in loco parentis makes application for ANC and it is not possible to secure first-hand information from the parents to show that the husband, from whom the mother did not receive a final decree of divorce, is not the father of the child/children, evidence as indicated in one of the sub-sections under 3a or 3c will be acceptable.

When the presumption that the husband is the father of the child/children is successfully refuted by any of the types of evidence outlined under paragraph 3, the actual parentage is then determined as outlined under paragraph 2.

**Sec. 191-15 Definition of Classification** W&IC Secs. 1500, 1501, 1560  
**ANC**

191-15

In determining the eligibility of a child for ANC it is necessary to establish that he comes within one of the groups of children who may be considered needy under the ANC Law. This is called classification.

The classification of the child is based upon the status of the parent as defined in Sections 1500 and 1501 of the W. & I. Code; e.g., a child is classified as a whole orphan when such a child has been deprived of parental support or care because of the death of both parents, or a child whose father's whereabouts is unknown is considered to be a half-orphan because such a child has only one parent to support or care for him.

Eligibility for aid under a particular classification shall be considered established when satisfactory evidence to support the classification has been secured.

**193-30 Sec. 193-30 Classification of Half-Orphan, Parent Committed to Institution (P. C. I.)**

ANC

W&amp;IC Secs. 1501, 1560

A child, whose parent is under commitment to any State or Federal hospital, or whose parent has been deprived of civil rights by reason of commitment to any State or Federal prison in this or any other state of the United States, shall be considered to come within the classification of half-orphan for the purposes of ANC.

This classification is considered to include:

1. A child whose parent has been committed to a Federal prison, but is serving a sentence in a county jail as a Federal prisoner;
2. A child whose parent has been committed to a State hospital, such as Sonoma State Home or Pacific Colony;
3. A child whose parent is committed to a State hospital as an inebriate or narcotic addict.

Children shall not be considered eligible under this classification when:

1. The parent is serving a sentence in a county jail, other than as a Federal prisoner.
2. The parent is under commitment to an industrial school or reformatory, which is not a "prison," such as Preston School of Industry.
3. The parent is a voluntary patient at a State hospital.
4. The parent is in a Federal hospital (veteran, marine, etc.,) but not under commitment to such institution.

Eligibility under this classification is established by verification in writing from the institution of date of commitment and request for notification of change of status, such as parole, escape or discharge.

Release of a parent on parole does not disqualify a child for ANC provided it is determined that need continues to exist by investigation of resources including possible earnings of the parent.

The escape of a parent from an institution does not disqualify a child for ANC provided he remains otherwise eligible. The county shall attempt to find out the whereabouts and circumstances of the parent in order to determine the continued need of the child.

Aid under this classification may continue until the parent's commitment is vacated, provided the child continues to be otherwise eligible. Aid shall not be granted after the last day of the month in which the parent is discharged from the institution.

**193-40 Sec. 193-40 Classification of Half-Orphan, Adoption by One Person (H. O.)** W&IC Sec. 1501, 1560  
ANC

A child is considered to come within the classification of half-orphan for purposes of ANC if he is adopted by one person.

**194-00 Sec. 194-00 Classification of Abandoned Child (Abd.)** W&IC Secs. 1501, 1560  
ANC

A child declared abandoned by the findings of a court is eligible for ANC under the classification of abandoned child provided the child is otherwise eligible.

When there has been no court action but both parents have abandoned the child for one year, their whereabouts is unknown to administrative authorities at the time the eligibility of the child is passed upon, and a thorough investigation made to locate them has not revealed their whereabouts, such child shall be considered an abandoned child for the purposes of ANC.



**Sec. 193-20 Classification of Half-Orphan, Dependent Illegitimate Child (Illeg.)**

193-20

ANC

Civ. Code Secs. 84, 85, 144, 145, 193, 194, 215, 230, 231 W&amp;IC Secs. 1501, 1560

A dependent illegitimate child whose paternity has not been acknowledged or legally established shall be considered a child with one parent and therefore eligible under the classification of half-orphan for the purposes of the ANC Law.

The county shall make every effort to determine if paternity has been acknowledged when there has been no legal determination of such paternity.

Paternity of an illegitimate child is considered to be acknowledged and aid shall not be granted under this classification when:

1. The purported father has acknowledged paternity in writing.
2. The father has publicly acknowledged the child as his to a third person. Proof of such acknowledgment may be either:
  - a. The sworn statement of a third person showing direct admission of the alleged father; or
  - b. A public record.

Such public record might include forms and/or written statement requiring signature of father or parent in which the alleged father signs as the father of the child, as for example, on school records, hospital or clinic records (giving consent to operate, etc.), social agency case records, insurance records (in which he names his child), employment records, work permits for minor, and forms giving consent for minor to obtain driver's license.

A later denial on the part of the purported father may not necessarily affect a former acknowledgment for the purposes of ANC.

Paternity of an illegitimate child is considered to be legally established for the purposes of ANC, and aid shall not be granted under this classification when:

1. Court proceedings have legally established it.
2. A court order for support names the man as the father or refers to "his child."
3. The father of an illegitimate child adopts it as a legitimate child in accordance with Section 230 of the Civil Code by publicly acknowledging it as his own, receiving it as such, with the consent of his wife if he is married, into his family, and otherwise treating it as if it were a legitimate child.

The following facts either alone or in combination are not considered sufficient to prove an acknowledgment of paternity for the purposes of ANC:

1. Support of the mother before the birth of the child;
2. Support of the mother and/or child both before and after the birth of the child;
3. Statement of the mother that the purported father had acknowledged paternity to her;
4. Birth certificate naming the purported father.

Paternity is considered not to be acknowledged or legally established and aid may therefore be granted under this classification provided the child is otherwise eligible when:

1. The findings of a court do not establish paternity.
2. The alleged father denies paternity.
3. The alleged father is not located and there is no indication of a previous acknowledgment of paternity on his part.

A child born to a married woman at any time during her marriage or within ten months after the dissolution of marriage (in accordance with the provisions of C.C. 194), is presumed to be the child of her husband unless the presumption of legitimacy is successfully refuted. The issue of a marriage which is declared void or annulled or dissolved by divorce is legitimate. A judgment of nullity of marriage does not affect the legitimacy of children conceived or born before the judgment. The dissolution of a marriage for purposes of legitimation of the children is considered to occur upon the granting of a final decree of divorce or upon the death of the spouse. A child born under such conditions shall not be eligible for aid under the ANC Law within the classification of dependent illegitimate child unless the presumption of legitimacy is successfully refuted.

Acceptable evidence to refute the legal presumption that the husband is the father of the child is outlined under paragraphs 3 and 4 in Section 191-10, Determination of Parentage.

**325-65 Sec. 325-65 Continuation of Hearing** W&IC 102, 103.5, 103.6

OAS; ANB; APSB; ANC

The SSWB may order the appeal hearing continued at a subsequent meeting when:

1. Additional legal advice is required;
2. Further investigation is required;
3. The appellant may thereby attend the hearing;
4. The appellant or county request such continuation and the other party concurs;
5. When other reasons in the opinion of the SSWB make continuation desirable.

**325-70 Sec. 325-70 Decisions by the State Social Welfare Board** W&IC Secs. 102, 2182, 3086, 1551

OAS; ANB; APSB; ANC

After considering the brief which is filed as evidence and hearing all additional testimony and arguments, the SSWB renders a decision either to:

1. Grant the appeal;
2. Sustain the action of the county;
3. Dismiss the appeal (when the SSWB does not have jurisdiction in the matter under appeal, or when anything occurs, between the setting of appeal for hearing and actual hearing, that eliminates need for an appeal).

If the appeal is granted, the SSWB makes a specific grant of aid, indicating the amount and the beginning date of aid, unless it is not possible at the time of the hearing to determine the specific amount because of current changes in the appellant's situation, or, as in appeals from county inaction or from denial on the degree of blindness, because the total situation has not been investigated. In such cases the decision is usually an order to the county to take an application and/or grant aid "in the amount to which the appellant may prove eligible" and the county then determines the specific amount.

The decision is based upon the appellant's total situation at the time of hearing and, therefore, the SSWB is not limited to facts upon which the original county action was taken or the situation at the time of such county action.

**325-75 Sec. 325-75 Retroactive Aid**

W&amp;IC Secs. 103, 103.5, 103.6, 2182, 1551, 3086, 3476

OAS; ANB; APSB; ANC

Retroactive aid is granted by the SSWB only on the basis of the appellant's continuing eligibility for aid during the period in question. The amount of the grant shall be determined for the period in accordance with the requirements for the particular category of aid. For other provisions for granting retroactive aid see Sec. 611-70, Retroactive Initial Payments, and Sec. 361-25, Retroactive Aid Payments by County.



**Sec. 325-50 Appeal Hearing—Time, Place and Attendance** W&IC Secs. 2182, 3078, 3086, 325-50  
OAS; ANB; APSB; ANC 3083.5, 3473, 1551

Appeals are heard at the regular monthly meetings of the SSWB. Such meetings are held in various major cities for the convenience of persons who desire to appear before the SSWB. The number of appeals and their urgency in any particular locality may be called to the attention of the SSWB for the determination of the date and place of a meeting.

The appeal is heard by the SSWB only when both appellant and county have been duly notified. Notices of date and place of the hearing are mailed by the SDSW to the chairman of the county board of supervisors, the county welfare department and the appellant, by registered mail (return receipt requested) in time to be received ten days prior to the hearing. With the notification to appellant and county welfare department is sent a copy of the appeal brief as prepared for the SSWB. The appellant is also advised of date and place of the next regular monthly SSWB meeting so that he may request a postponement if his attendance at a subsequent meeting can be more conveniently arranged.

All hearings on appeals are held in open session of the SSWB. Action upon an appeal may be taken only when four of the seven members of the SSWB (a quorum) are present. The appellant may appear in person, with his own counsel, or be represented by counsel. County representatives also are present when possible.

After an appeal hearing is scheduled, an appellant and/or county may, by writing to SDSW, request postponement of the hearing. The SDSW then notifies the other party to the appeal of the request and asks that assent or dissent be indicated in writing. The request for postponement and the reply of other party are presented to the SSWB for appropriate action at the meeting for which the hearing was originally scheduled.

**Sec. 325-55 Right to Inspect Evidence and Refute Statements** W&IC Secs. 1560, 3075, 3460, 325-55  
OAS; ANB; APSB; ANC 2141, 2140

Prior submission of the appeal brief to the appellant and county permits them to correct or refute statements in the brief at the time of the hearing. The county and/or the appellant may file with the SDSW or SSWB prior to, or at the time of, the hearing, a brief covering any facts or they may suggest corrections or provide additional facts or legal argument.

**Sec. 325-60 Hearing Procedure** W&IC Secs. 2182, 3086, 1551, 3078, 3083.5, 3473, 325-60  
OAS; ANB; APSB; ANC Pol. C. 353

In the conduct of the fair hearing procedure, the SSWB is not strictly bound by court rules of evidence. The appeal brief as prepared by the SDSW, and any briefs prepared by the appellant or county are presented at the hearing and filed as evidence. All parties involved in the appeal are permitted to present any additional evidence and call any witnesses they desire. Before testifying all witnesses are placed under oath by the chairman of the SSWB. Frequently the appellant is willing to rest his case on the presentation of facts in the brief and does not testify in person.

The SSWB considers and weighs the evidence presented and renders a decision at the close of the hearing, or takes the appeal under advisement for later decision.

**532-00 Sec. 532-00 Definition of ANC Case \*****ANC**

For the "family group" program (See Sec. 542-00, Scope of ANC Report), a case is the family budget unit.

For the "other children" program, (See Sec. 542-00), a case is the individual child for whom aid is granted.

**533-00 Sec. 533-00 Definition of GR Case \*****GR**

For the GR program a case may be either a family group or an individual. When the relief payment is intended to meet the needs of more than one person it is considered a *family* case; when the relief is intended to meet the needs of one person only it is a *one-person* case.

**538-00 Sec. 538-00 Plan of Presentation of Instructions for Monthly Statistical Reports****OAS; ANB; APSB; ANC**

Instructions for the preparation of *Monthly Statistical Reports* (Forms Ag, Bl, and CA 237) are combined because of the similarity of the reports. Instructions for the preparation of Form GR 237 are outlined separately.

**541-00 Sec. 541-00 Scope of OAS, ANB, and APSB Reports****OAS; ANB; APSB**

*The Monthly Statistical Reports* (Forms Ag, Bl 237) are designed for reporting application and case movement and expenditures for assistance under the provisions of the W. & I. C. for the particular category of aid, even though some of the aid payments do not involve Federal participation. The form consists of four parts:

1. Part A, application movement.
2. Part B, case movement.
3. Part C, expenditures for assistance.

**OAS**

4. Part D, payments claimed by county for hospital care of former OAS recipients.

**542-00 Sec. 542-00 Scope of ANC Report****ANC**

The Monthly Statistical Report (Form CA 237) is designed for reporting application and case movement and grants of aid under the ANC provisions of the W. & I. C. even though some of the aid payments do not involve Federal participation.

This report covers two separate programs. Column I applies to "other children" program. Columns II and III apply to the "family group" program.

\* This definition applies to instructions for completion of monthly statistical reports only and does not necessarily refer to any other instructions or forms.



**Sec. 500-00 Purpose and Use of Statistics Collected Through Monthly Reporting Forms**

500-00

OAS; ANB; ANC; GR

The monthly statistical reports are designed to make available soon after the end of a month certain basic statistics for that month. The information to be included in the reports consists of a statement of the amount of aid, the number of recipients, the receipt and disposition of applications, and the opening and closing of cases. These statistics are reported to the Social Security Board by the 15th of each month to be published as nation-wide totals. Data upon the number of recipients and the amount of aid are released by the SDSW approximately the 20th of each month, thus making quickly available to interested persons simple statistics relating to the magnitude of the public assistance programs.

The importance of these data is demonstrated by the frequency of questions such as "What is the case load?", "What has been the average monthly increase in costs for the past year?", "Is the case load leveling off?", "Are costs increasing more rapidly in the rural areas than in the urban areas?", etc. The function of published statistics is to provide answers to these and similar questions.

To be useful these answers must be based upon current information which is uniform for all reporting offices. Early submission of reports and their early publication assure current information. The maintenance of uniformity depends, first, upon standard definitions and, second, upon the adherence of reporting county offices to these definitions. Reporting offices should, therefore, read the following instructions carefully and follow them closely.

**Sec. 510-00 Programs Reported—Counties Required to Report**

510-00

OAS; ANB; APSB; ANC; GR

Monthly Statistical Reports, Form Ag, Bl, CA, and GR 237, are to be prepared by counties which administer the OAS, ANB, APSB, ANC, and GR programs.

**Sec. 515-00 Submission of Monthly Statistical Reports**

515-00

OAS; ANB; APSB; ANC; GR

The original of each Monthly Statistical Report (Form Ag, Bl, CA, and GR 237) should be mailed to the SDSW *in time to be received not later than the eighth day of the month* following the month which it covers. A copy should be retained by the county.

Prompt receipt of reports from each county is necessary to insure that the State-wide report required by the Federal Government is submitted on schedule and that current statistics are available to State and county officials.

**Sec. 530-00 Definition of Application \***

530-00

OAS; ANB; APSB; ANC

The term "application" as used in the monthly statistical reports includes:

1. Applications for Aid (Form Ag, Bl, or CA 200) signed by an individual who desires assistance, acknowledged and filed with the county.
2. Notices of Change (Form Ag, Bl, or CA 232) used (a) to restore aid, or (b) to transfer children receiving ANC from the "family group" sub-program to the "other children" sub-program or vice versa. (See Sec. 542-00, Scope of ANC Report.)

**Sec. 531-00 Definition of OAS, ANB, and APSB Case \***

531-00

OAS; ANB; APSB

For the OAS, ANB, or APSB programs, a case is an individual. If a husband and wife *each* receive a grant of assistance *each* is considered a case.

\* This definition applies to instructions for completion of monthly statistical reports only and does not necessarily refer to any other instructions or forms.

Form Ca 237, July, 1941 (Formerly Form Ca 25)  
State of California  
Department of Social Welfare

MONTHLY STATISTICAL REPORT ON AID TO NEEDY CHILDREN  
TO THE STATE DEPARTMENT OF SOCIAL WELFARE, SACRAMENTO, CALIFORNIA

County X County Agency Welfare Department  
Report For The Month Of July, 1941

	Column 1 "Other Children" Program	Column 2 Family Groups	Column 3 Children
<b>A. APPLICATION MOVEMENT:</b>			
1. Applications actually brought forward from last month (Item 1A plus or minus Item 1B) . . . . .	2	3	7
A. Applications shown as pending by Item 5 of last month's report . . . . .	3	3	7
B. Adjustment of application inventory . . . . .	-1	0	0
2. Total applications received during month (sum of Items 2A through 2C) . . . . .	1	2	3
A. Children in family groups placed under "Other Children" program . . . . .	1	xxxx	xxxx
B. Children under "Other Children" program placed in family groups . . . . .	xxxxx	1	2
C. All other applications . . . . .	0	1	1
3. Total applications during month (sum of Items 1 and 2) . . . . .	3	5	10
4. Total applications disposed of during month (sum of Items 4A through 4D) . . . . .	2	2	5
A. Applications granted (same as Item 7) . . . . .	2	2	4
B. Applications denied . . . . .	0	0	1
C. Applications withdrawn . . . . .	0	0	0
D. Applications disposed of for other reasons . . . . .	0	0	0
5. Applications pending at end of month (Item 3 minus Item 4) . . . . .	1	3	5
<b>B. CASE MOVEMENT:</b>			
6. Cases actually brought forward from last month (Item 6A plus or minus Item 6B) . . . . .	30	45	105
A. Cases shown as approved case load by Item 10 of last month's report . . . . .	30	45	104
B. Adjustment of case inventory . . . . .	0	0	1
7. Total cases added during this month (sum of Items 7A through 7F; same as Item 4A above) . . . . .	2	2	4
A. New cases - never previously received this aid in California . . . . .	2	2	4
B. Cases reinstated - last received this aid prior to this fiscal year . . . . .	0	0	0
C. Cases reinstated - last received this aid within this year . . . . .	0	0	0
D. Cases transferred from other counties . . . . .	0	0	0
E. Children in family groups placed under "Other Children" program . . . . .	0	xxxx	xxxx
F. Children under "Other Children" program placed in family groups . . . . .	xxxx	0	0
8. Total cases during month (sum of Items 6 and 7; also sum of Items 8A and 8B) . . . . .	32	47	109
A. Number of cases on approved rolls for whom warrants were issued . . . . .	32	45	104
B. Number of cases on approved rolls for whom warrants were not issued . . . . .	0	2	5
9. Cases discontinued during month . . . . .	0	3	6
10. Cases continued to next month (Item 8 minus Item 9) . . . . .	32	44	103

**C. EXPENDITURES FOR ASSISTANCE:**

Report on Column 1 all obligations incurred for care of eligible children under the "Other Children" program, including non-reimbursable expenditures in cash or kind (exclude services of a medical nature and burials) for the benefit of the child. Report in Column 2 all obligations incurred for family groups, including non-reimbursable expenditures in cash (exclude Old Age Security and Aid to Needy Blind or any type of Boarding Home Care) or kind (exclude services of a medical nature and burials) for the benefit of either the child or family. Report in Column 3 the total of Column 1 and Column 2.

	Column 1 "Other Children" Program	Column 2 Family Groups	Column 3 Total
11. Total obligations incurred (sum of Items 11A through 11E) . . . . .	\$ 626.00	\$ 2,072.00	\$ 2,698.00
(A. Federal share . . . . .)	xxxx	698.00	698.00
Reimbursable (B. State share . . . . .)	399.00	793.00	1,192.00
(C. County share . . . . .)	177.00	381.00	558.00
Non-reimbursable (D. Cash, non-reimbursable . . . . .)	30.00	95.00	125.00
(E. Kind, non-reimbursable . . . . .)	20.00	105.00	125.00

(Signature of Reporting Officer) John Doe  
(Title) Clerk



"Other children" is the term used for statistical reporting purposes in describing children receiving the type of assistance for which reimbursement is claimed on ANC BHI Claims, (see Sec. 626-10, Types of Aid Claims); i.e., children living in boarding homes and institutions for whom payments are based on fixed monthly rates in lieu of family budgets, excluding payments for children who are in a boarding home maintained by a relative or legally appointed guardian.

Children in family groups include for statistical reporting purposes children receiving the type of assistance for which reimbursement is claimed on Voucher claims (see Sec. 626-10), i.e., children living with relatives of any degree or with a legal guardian or children living with a payee who is neither a relative nor legal guardian but who is paid *on a budget basis* rather than at a fixed monthly rate.

Reporting under each program includes:

1. Part A, application movement.
2. Part B, case movement.
3. Part C, Expenditures for assistance, including all aid for the benefit of the family budget unit whether paid from a special county fund or from general relief funds.

**Sec. 543-00 Mutual Exclusiveness of Reports for ANC and General Relief**

543-00

ANC; GR

Cases and amounts of indigent aid reported on Form CA 237 because such aid is rendered to families, or individuals in families, receiving ANC *shall not be* reported again on Form GR 237.

**Sec. 560-00 Specific Instructions**

560-00

OAS; ANB; ANC; GR

Instruction for preparation of Forms Ag 237, BI 237, and CA 237 for OAS, ANB, and ANC are combined because of the similarity of reports. However, in ANC when application and case counts for "family cases" are required by these instructions, both the number of families and children involved should be reported in Columns 2 and 3 respectively of Form CA 237. Instructions for the preparation of Form GR 237 are outlined separately.

626-50 **Sec. 626-50 Supplemental Aid Claims** W&IC Secs. 1556, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482  
OAS; ANB; APSB; ANC

Aid claims supplementing the original claims filed for a particular month are approved by the SDSW only:

1. When the SSWB has ordered payment of retroactive aid to an individual or reimbursement to a county through the appeal procedure (see Sec. 325-90, Disposition of Case After SSWB Decision);
2. When retroactive payments of OAS are occasioned by completion of investigation more than 90 days after date of application. (See Sec. 611-70, Retroactive Initial Payments);
3. When retroactive aid is granted because the investigation of an application following discontinuance due to employment is not completed within 30 days;
4. When retroactive aid is paid by the county because need has increased (see Sec. 361-25, Retroactive Aid Payments by County);
5. When retroactive aid is paid because of erroneous payment of less than authorized award (see Sec. 361-25).
6. When aid has been suspended and, upon completion of the investigation the recipient is found to be entitled to a lesser or a greater amount of aid, causing the original warrant to be canceled and a new warrant to be issued in the correct amount.

Retroactive aid shall not be included in the claim for the current month. If the retroactive aid for a particular month is paid before the regular claim for that month is submitted to the SDSW the supplemental pay roll shall be included with the regular claim. If retroactive aid for a particular month is paid after the regular claim for that month has been submitted, supplemental claims shall be filed to cover each month for which the aid is paid. Only one supplemental claim for each previous month shall be filed for retroactive aid paid during any one particular month. The claim shall be forwarded to the SDSW not later than the tenth of the month following the month in which payment is made.

Example: All retroactive aid paid in February for January shall be included in one supplemental January claim and forwarded to SDSW not later than March 10. January and February aid paid in March shall be included in separate supplemental claims for January and February and forwarded to SDSW not later than April 10.

. Documents substantiating amounts claimed shall be on file with SDSW, as provided in Sec. 628-10, State Audit of Aid Claims.



Aid claims should include all county approved cases on which aid has been paid for the current month. All payments included in each aid claim shall cover aid paid for the particular month for which the claim is filed. Payments made during the current month for previous months shall be filed on separate claims covering each month for which the aid is paid. (See Sec. 626-50, Supplemental Aid Claims.) County hospital aid claims in OAS should include all persons confined in county hospitals during the current month who meet the requirements of Sec. 2160.7 of the W. & I. C. (See Sec. 629-99, County Aid Claim Forms, and Sec. 165-00, Payment to County Under W. & I. C. Sec. 2160.7.)

**Sec. 626-45 Claims on Suspended Aid Payments** W&IC Sec. 1556, 1560, 2140, 2189, 3075, 626-45  
OAS; ANB; APSB; ANC 3087.3, 3460, 3482

A claim shall always be made on the monthly pay roll for any suspended case, and the pay roll shall be allowed as claimed. When the warrant covering the claim is not paid and is later canceled, the cancellation shall be reported on a subsequent monthly claim. When not reported, the SDSW shall deduct the amount of the canceled warrant from a subsequent claim on the basis of the Notice of Change (Form Ag, Bl, CA 232) previously sent to the SDSW. (See Secs. 361-30, Suspension Procedure, 361-35, Changes in Amount of Grant During Suspension of Aid, and 626-50, Supplemental Aid Claims.)

Federal participation is available on suspended aid payments, provided other Federal eligibility requirements are met.

## 627-10 Sec. 627-10 Chart of Financial Participation in Grants of Aid

(Information only)

OAS; ANB; APSB; ANC

Category of aid	Types of participation	Maximum monthly grant	Ratio of participation		
			Federal share	State share	County share
OAS	Regular.....	\$40	One-half.....	One-fourth.....	One-fourth
	Non-county.....	40	One-half.....	One-half.....	None
	Non-Federal.....	40	None.....	One-half.....	One-half
	Non-county-non-Federal.....	40	None.....	Entire grant.....	None
	County hospital cases.....		None.....	State's share of OAS person would have received were he not confined in county hospital.	None
ANB	Regular.....	50	One-half up to \$40 maximum.....	One-half of balance after deducting Federal share.	One-half of balance after deducting Federal share.
	Non-county.....	50	One-half up to \$40 maximum.....	Entire balance after deducting Federal share.	None
	Non-Federal.....	50	None.....	One-half.....	One-half
	Non-county-non-Federal.....	50	None.....	Entire grant.....	None
APSB	Non-Federal.....	50	None.....	One-half.....	One-half
	Non-county-non-Federal.....	50	None.....	Entire grant.....	None
ANC	Regular or regular-eligible.....	*(a) \$31.50 for one child eligible to Federal (b) \$28.50 for each additional child in same family budget unit eligible to Federal.	One-half up to maximum Federal basis of: (a) \$18 per month for one eligible child, (b) \$12 per month for each additional eligible child in same family budget unit.	Two-thirds of balance after deducting Federal share.	One-third of balance after deducting Federal share.
	Non-county or non-county-eligible.....	*(a) \$31.50 for one child eligible to Federal (b) \$28.50 for each additional child in same family budget unit eligible to Federal.	One-half up to maximum Federal basis of: (a) \$18 per month for one eligible child, (b) \$12 per month for each additional eligible child in same family budget unit.	Entire balance after deducting Federal share.	None
	Non-Federal or regular-ineligible.....	*\$22.50 per child.....	None.....	Two-thirds.....	One-third
	Non-county-non-Federal or non-county-ineligible.....	*\$22.50 per child.....	None.....	Entire grant.....	None

\* The maximum payment in which the State participates (Basis for State participation) under the ANC law is \$22.50 per month for each child *ineligible* to Federal participation; \$31.50 per month for one child *eligible* to Federal participation and \$28.50 per month for each additional child in the same family budget unit *eligible* to Federal participation. The county may supplement additional amounts above the State maxima from county funds; however, the State does not participate in such additional amounts. The Federal share is not in addition to, but is included in the \$31.50 and \$28.50 State maxima. In no event may the State share exceed \$15.00 per month for a child having one year or more county residence, or \$22.50 per month for a child having less than one year county residence.

## 627-20 Sec. 627-20 Apportionment of Grants on Pay Rolls or Claims

W&amp;IC Secs. 1556, 2189, 3087.3, 3482

OAS; ANB; APSB; ANC

The Federal and State shares are computed on the total basis by use of the Recapitulation Sheet (Form Ag, Bl, CA 802) which is self-explanatory. (See Sec. 626-20, Forms Used in Aid Claims.) In county hospital and BHI claims, the Aid Affidavits (Form Ag 800-H and CA 800BHI) also serve as the recapitulation sheets.



**Sec. 626-60 Identification on Aid Pay Rolls** W&IC Secs. 1556, 1560, 2140, 2189, 3075, 3076-60  
OAS; ANB; APSB; ANC 3460, 3482

The following information shall be included on each aid pay roll (Form Ag, Bl, CA 801, CA 801 BHI): county filing claim; month and year for which claim is filed; warrant numbers and dates (except on county hospital claims); State case numbers; and apportionment of grants. (See Sec. 627-20, Apportionment of Grants.)

In OAS, ANB, and APSB, the recipient's name shall be shown exactly as it appears in the signature on his Application (Form Ag, Bl 200, Bl 200A) and on the warrant. When a guardian of the estate or of the person and estate has been legally appointed, both the name of the guardian and the recipient are shown on the aid pay roll (Form Ag, Bl 801).

In ANC, the name of the payee shall be shown exactly as it appears on the application (Form CA 200) or latest Notice of Change (Form CA 232) and the warrant, with the family and given names of all the children for whom aid has been granted. The total numbers of children in each family budget unit eligible and ineligible to Federal participation are also shown on the aid pay roll (Form CA 801).

(See Sec. 610-40, Identification on Warrants, Sec. 202-20, The Application Form and Sec. 629-99, County Aid Claim Forms.)

**Sec. 627-00 Definition of Types of Cases with Respect to Financial Participation by Federal, State, or County Government** W&IC Secs. 1560, 2140, 3075, 3460  
OAS; ANB; APSB; ANC

The status of a recipient on a voucher claim is denoted by the following standard terminology and claim shall be made accordingly:

1. Regular (also termed regular-eligible in ANC) is that in which the required period of county residence has been acquired and Federal eligibility requirements have been met. The Federal, State and county governments participate in payments for these cases.
2. Non-county (also termed non-county-eligible in ANC) is that in which the required period of county residence has not been acquired. The Federal and State governments participate in payments for these cases.
3. Non-Federal (also termed regular-ineligible in ANC) is that in which Federal eligibility requirements have not been met. The State and county governments participate in payments for these cases.
4. Non-county-non-Federal (also termed non-county-ineligible in ANC) is that in which the required period of county residence has not been acquired and Federal eligibility requirements have not been met. Only the State government participates in payments for these cases.

County hospital, in OAS, is that in which the State pays to the county the State share of OAS the recipient would have received had he not been confined in the county hospital.

12. He has otherwise violated provisions of these rules.

A disqualified applicant shall be promptly notified of such action, and an applicant who is not admitted to an examination because of failure to meet preliminary requirements shall be notified by letter addressed to his last-known address sufficiently in advance of the examination to allow for submission of additional evidence to examining agency.

Any person whose name is removed from an eligible list may appeal to SSWB for reconsideration. (See Sec. 076-60, Appeal From Removal From Eligible List.)

**072-00 Sec. 072-00 Conduct of Examinations**

**WPS**

Written tests shall be conducted simultaneously in as many places as are necessary for the convenience of the applicants and as are practicable for proper administration. The examining agency may designate such monitors as may be necessary to conduct examinations under prescribed instructions.

The identity of persons taking competitive written examinations shall not be disclosed to the examiners. An identification number, which shall be used to identify all papers of each applicant, shall be assigned by the examining agency to each applicant. Any examination papers bearing name of applicant or identification other than an identification number shall be rejected. In cases of rejection, examining agency shall promptly notify applicant.

**072-05 Sec. 072-05 Rating Examinations**

**WPS**

The examining agency shall determine the results of each applicant's examination in accordance with the weights for the several parts established by the examining agency in conformity with these rules as set forth in the examination announcement. All applicants in the same examination shall be accorded uniform and equal treatment in all phases of the examination procedure except that applicants who are eligible for veterans' preference shall be given additional credit in open competitive examinations in the manner outlined in this section.

In the case of all open competitive examinations, veterans with thirty days or more of service, who become eligible for certification from eligible lists by attaining the passing mark established for the examination, shall be allowed an additional credit of five points, which shall be added to the percentages attained in such examinations by such veterans, and they shall be placed on eligible lists and be eligible for appointment in the order and on the basis of the percentages attained by them in examinations after such credit of five points shall have been added.

Proof of eligibility for veterans' preference shall be submitted not later than the date of the examination by filing such proof in the form prescribed by the SSWB.

All ties shall be decided in favor of veterans. In the case of promotional examinations, no credit for veterans' preference shall be allowed to veterans.

It is the purpose of this section to give preference to all persons who have served the Government and the people in the Army, Navy, Marine Corps, Revenue Marine Service, or as active nurses in the American Red Cross or the Army and Navy Nurse Corps, and particularly to persons who have rendered such service during the Ally-Germanic War, the Spanish-American War, the Philippine insurrection, the Boxer uprising, the Indian wars, or the Civil War.

Examining agency shall utilize appropriate scientific techniques and procedures in rating results of examinations and in determining final scores of competitors. In determining the system for rating results of examinations, examining agency shall give due regard to the number of candidates and to the number of vacancies which may reasonably be expected to occur in the life of the eligible list.

**072-07 Sec. 072-07 Applicant May Be Placed on List for Lower Class**

**WPS**

Where an examination is being held for any given class, the examining agency may place an applicant on a list for the lower class, if in its opinion the applicant is qualified to fill lower class of position but is not qualified to fill the higher position; provided, however, that an examination has been announced and is in progress for said lower class. An applicant applying for an examination on a promotional basis may in same manner and under similar conditions be passed in an open examination if such is in process at same time.

**072-10 Sec. 072-10 Rating Training and Experience**

**WPS**

If training and experience form a part of the total examination, examining agency shall determine a procedure for evaluation of training and experience qualifications of the various applicants. The formula used in appraisal shall give due regard to recency and quality as well as quantity of experience and to pertinency of the training. This procedure shall allow for substitution of training for experience, and experience for training, within limits stated in class specifications.

**072-15 Sec. 072-15 Investigations**

**WPS**

Before rating training and experience or prior to certification from eligible list, examining agency may, and for positions involving important administrative and executive functions shall, investigate applicant's training and experience to verify statements contained in his application form and to adduce evidence regarding his character and fitness. If this investigation produces information affecting the rating of training and experience, examining agency shall rate or rerate the applicant's record accordingly, and make necessary adjustments in eligible list. The applicant shall be promptly notified of such rerating.

**072-20 Sec. 072-20 Qualifications Appraisals**

**WPS**

In examinations where education, experience and personal qualifications of candidates are to be rated as part of the total examination for a position, examining agency shall appoint one or more Qualifications Appraisal Boards as needed. A Qualifications Appraisal Board shall consist of persons known to be interested in improvement of public administration and in selection of efficient government personnel, and at least one of whom shall be technically familiar with character of work in position for which applicant will be examined. No officer or employee of a county welfare department who may be selected to serve on a Qualifications Appraisal Board by the examining agency, shall rate any employee who, at the time of the interview, is working for the same county welfare department as the member of the Qualifications Appraisal Board. No person holding political office, nor any officer or committee member of any political organization, nor any person actively engaged in the work of any political organization, shall serve as a member of any such board. If practicable, all applicants qualifying for same class shall be rated by same Qualifications Appraisal Board.

**072-25 Sec. 072-25 Notice of Examination Results**

**WPS**

Each applicant shall be notified in writing by examining agency of his final rating as soon as rating of examination has been completed and eligible list established.



**Sec. 071-60 Contents of Qualifying and Open Competitive Examinations**

071-60

WPS

Examinations shall include:

1. Practical written tests as an integral part of all examinations (for exception, see Sec. 075-35, Noncompetitive Promotions);
2. A competitive performance test for stenographic and typing positions and a qualifying performance test for other positions involving the operation of office machines;
3. A rating of training and experience for the more responsible positions, including all professional, technical, supervisory, and administrative positions;
4. Qualification appraisals for positions requiring frequent contact with the public, or which involve important supervisory or administrative duties.

After consultation with the SSWB the examining agency shall assign definite weights to each part of the examination and such weights shall be included in each public announcement of the examination.

**Sec. 071-65 Notice of Examinations**

071-65

WPS

The examining agency shall give public announcement of all examinations at least three weeks in advance of the closing date for receipt of applications. Every reasonable effort shall be made to attract qualified persons to compete in these examinations. Notice of examinations shall be posted in important centers throughout State and copies shall be sent to newspapers of State-wide circulation, radio stations, educational institutions, professional and vocational societies, public officials, and such other organizations and individuals as examining agency may deem expedient.

Mailing lists of public personnel agencies shall be used wherever possible.

Public announcement of examination shall include:

1. Date and place of examination;
2. Last date for filing application;
3. Reasonable information concerning the location of employment, the expected number of vacancies, and other conditions of employment;
4. Such parts of the class specifications as will adequately describe the scope of duties and responsibilities;
5. Minimum and additional desirable qualifications;
6. Salary or other compensation;
7. Number of candidates who may qualify through the examination;
8. District or districts for which the list is to be established;
9. All of the conditions of competition, including the relative weights assigned to the various parts in the examination, and the passing grades;
10. Such other information as will assist the public in understanding fully the nature of the employment and procedure necessary to participate in examination.

**Sec. 071-80 Filing Applications**

071-80

WPS

All applications shall be made upon official blanks furnished by examining agency filled out as therein directed, and filed in office of examining agency on or before the closing date specified in the examination announcement or postmarked before midnight of that date.

Applicants taking more than one examination shall file a separate and complete application for each such examination unless otherwise specified in the examination announcement.

Such applications shall include a statement from the applicant of all pertinent information regarding his training, experience, and age; and in addition, the examining agency may require a photograph of the applicant, a certificate of his physical fitness from one or more licensed physicians, and any other evidence of identification which is deemed necessary.

All applications shall be signed, and the truth of all statements contained therein certified by such signature.

All applications and examination papers are confidential records of examining agency and under no circumstances will they be returned to applicants.

**Sec. 071-85 Qualifications of Applicants**

071-85

WPS

Applicants shall:

1. Be citizens of United States;
2. Be legal residents of California for at least one year prior to the date of examination unless the residence qualifications are specifically waived by the SSWB.
3. Possess all entrance requirements specified in minimum qualifications established for class;
4. Be of good moral character, of temperate habits, and in all respects mentally and physically competent to perform duties of position for which candidate is competing.

**Sec. 071-95 Disqualification of Applicants**

071-95

WPS

Under the supervision and direction of the SSWB, examining agency may refuse to examine an applicant, or, after examination, may disqualify such applicant or remove his name from an eligible list, or refuse to certify any eligible on an eligible list if:

1. He is found to lack any of the preliminary requirements established for the examination for the class of position;
2. He is so disabled as to be rendered unfit for performance of duties of the class;
3. He is addicted to use of narcotics or habitual use of intoxicating liquors to excess;
4. He has been convicted of any infamous crime or other crime involving moral turpitude;
  - a. When offense was a misdemeanor, Personnel Officer may recommend to Director that disqualification under this section shall not be effected;
  - b. When offense was a felony, Personnel Officer shall secure and submit to Director complete information on the facts surrounding the case, the Director shall then decide whether disqualification under this section shall be effected;
  - c. When an applicant has been convicted of commission of a felony and it is decided that disqualification under this section is not effected, notice of such fact shall be given to appointing authority whenever applicant's name is certified for appointment.
5. He has made false statement of material fact in his application;
6. He has previously been dismissed from any public service for delinquency, misconduct, or other similar cause;
7. He has used or attempted to use political pressure or bribery to secure an advantage in examination or appointment;
8. He has directly or indirectly obtained information regarding examinations to which as an applicant he was not entitled;
9. He has failed to submit his application correctly or within prescribed time limits;
10. He has taken part in compilation, administration, or correction of the examinations;
11. He subscribes to subversive principles or advocates overthrow of or change in the form of government now existing in the United States and the State of California by any means other than as provided in the respective constitutions thereof;